



Kenai City Council Meeting

Special Meeting

September 20, 2021 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information Below****

www.kenai.city

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. EXECUTIVE SESSION

1. Review and Discussion of Applications Submitted for the City Clerk Position. [AS 44.62.310(C)(2) a Subject that Tends to Prejudice the Reputation and Character of an Applicant.]

C. NEW BUSINESS

1. **Action/Approval** - Selection of Candidates to be Interviewed for the City Clerk Position.
2. **Discussion** - Set a Special Meeting for City Clerk Candidate Interviews.

D. PUBLIC COMMENT

*(Public comment limited to three (3) minutes per speaker;
thirty (30) minutes aggregated)*

E. ADJOURNMENT

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/88201544521>

Meeting ID: 882 0154 4521 **Passcode:** 758678

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 882 0154 4521 **Passcode:** 758678

**CITY OF KENAI
OFFICE OF THE CITY CLERK**

TITLE: CITY CLERK
RANGE: NG (Non-graded)
SUPERVISOR: CITY COUNCIL
NO. SUPERVISED: 1
NORMAL HOURS/WK: Monday through Friday 8:00 a.m. – 5:00 p.m. but also requires frequent evening assignments
SERVICE TYPE: EXEMPT (Supervisory and Professional)

GENERAL DESCRIPTION The City Clerk is an at will employee appointed and supervised by the Mayor and City Council. The appointee serves as clerical officer of the Council and performs all duties and assumes all responsibilities required by Alaska Statutes, the City Code and the Charter of the City of Kenai. The Clerk works with the broadest level of independence with only guidelines established for final results. Areas of responsibility include planning, organizing, performing, and supervising the activities of the City Clerk’s office which generally involves records management, elections, support services to the City Council, and other duties required by statute. This position requires daily contact with the public, elected officials, department directors, other City employees, and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages all functions operations, activities, and personnel in the Office of the City Clerk.
2. Responsible for the overall supervision of Clerk’s office employees, including but not limited to hiring, training, discipline and employee evaluation. Develops and assigns work; monitors and assigns quantity and quality of work.
3. Attends all meetings and work sessions of the Council as well as meetings of the Planning and Zoning Commission; serves as clerical officer of the Council and keeps the journals of proceedings for the Council and its advisory commissions.
4. Prepares agendas and packets for Council meetings (including work sessions and special meetings) and gives notice of the time and place of all public meetings (including those of boards and commissions) in accordance with state and local public notice requirements.
5. Acts as parliamentary advisor for the City Council and its commissions, and provides training as necessary.

6. Composes proclamations, ordinances, and resolutions as requested.
7. Acts as liaison between the City Council, administrative departments, state and federal agencies, and the general public.
8. Supervises City elections. Supervises and trains staff in absentee, special needs, and poll voting procedure; candidate filing and qualification; petition handling; advertisements and notification; recruitment of election officials; ballot preparation, printing, securing and counting process; training of staff and election officials; record keeping systems, audit and control, and election returns. Assists with state elections and acts as a voter registrar for the State of Alaska.
9. Provides for the codification of City ordinances.
10. Serves as records manager for the City; administers the records management program; establishes standards, guidelines, and procedures for maintaining, filing, storing, and retrieving City records. Serves as custodian of all ordinances, resolutions, policies, and procedures that appear before the Council. Responds to public records requests.
11. Maintains custody of the official city seal and attests to all deeds, contracts and other legal documents of the City.
12. Administers and maintains the City website and social media page.
13. Administers the City's Public Official Financial Disclosure program.
14. Maintains Municipal Cemetery burial records and assigns plots upon request.
15. Administers permitting and licensing programs for the City.
16. Prepares and administers the annual budget for the City Council and City Clerk Departments.
17. Administers oaths of office and acts as notary public.
18. Serves as secretary to the Board of Adjustment and other boards of appeal.
19. Provides necessary transcripts and certifications for bond issues.
20. Administers the petition process for initiative, referendum and recall, including preparation, issuance and certification of the petitions.

21. Administers the Special Assessment District petition process and maintains files of current Special Assessment Districts.
22. Maintains and keeps a correct and up-to-date record of the City boundaries and changes to the City boundaries.
23. Performs other related duties as requested by the City Council or as required by law.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age.
2. Must have a high-school diploma or equivalent (GED).
3. Bachelor's degree in public administration or an equivalent combination of experience and training displaying at least five (5) years of high level administrative and/or management experience requiring independent judgment and initiative, preferably in the area of municipal government.
4. Must agree to obtain and maintain a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) within three (3) years of employment.
5. Appointee must have working knowledge of state and local legislative and election procedures, parliamentary procedures, and record management programs.
6. Must possess or obtain a regular or limited governmental notary commission within thirty (30) days of employment.
7. The applicant (or appointee after hire) must pass a background investigation, including, but not limited to a criminal background check.
8. The applicant must possess any combination of training and experience that provide the applicant with the knowledge, skill, and ability to perform the essential job functions.
9. The appointee must be available to work varying schedules including weekend days and evenings, City holidays and the employee may be asked to respond to emergency call outs when available.

DESIRABLE QUALIFICATIONS

1. Have and sustain a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC) designation from the International Institute of Municipal Clerks (IIMC).
2. Working knowledge of Laserfiche document management software, including Laserfiche Forms.
3. Working knowledge of the Drupal website content management system.

WORKING ENVIRONMENT The work environment is typically in an indoor office and community room setting, adequately heated, lighted, and ventilated. The City Clerk must work during daytime and nighttime hours. The employee must attend public meetings, often at night. The appointee must occasionally travel to other areas in the community, particularly public office buildings.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to communicate orally and to use hands dexterously to operate office equipment (e.g., computers, telephones, photocopiers, keyboards, scanners, and other general office equipment). The employee must be able to communicate orally in person and on the telephone. The employee is frequently required to sit for long periods of time and is occasionally required to stand, walk, stoop, bend, crouch, lift, and reach with hands and arms. The employee must occasionally exert up to 40 pounds of force and may be required to drive or walk to other City or State buildings. Specific vision abilities required include close vision and the ability to adjust focus.

MISCELLANEOUS INFORMATION The City of Kenai is an equal opportunity employer. Employment is based on qualifications free of personal and political considerations, with equal opportunity for all, with no discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood, genetic information or any other basis prohibited by law.

| Review and Approval: | Initials/Signature | Date |
|----------------------|--------------------|-------|
| Human Resources | _____ | _____ |
| City Attorney | _____ | _____ |
| City Manager | _____ | _____ |

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 43857112

Name: Kathleen Elizabeth Elliott Address: [REDACTED] Fairbanks, Alaska 99712 US
 Home Phone: [REDACTED] Alternate Phone:
 Email: [REDACTED] Notification Preference: Email
 Former Last Name:

Personal Information

Driver's License: Yes, Alaska, [REDACTED], Class D
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Technical College

Education

College/University Did you graduate: Yes
 UAF Major/Minor: Mining & Mill Operations
 uaf.edu Degree Received: Vocational
 12/2017 - 4/2018
 Fairbanks, Alaska

Work Experience

New Construction Planning, Engineering & Operations Admin Assistant Hours worked per week: 40
 9/2016 - Present Monthly Salary: [REDACTED]
 # of Employees Supervised: 1
 Name of Supervisor: Tish Kinsey - Operations Supervisor
 GVEA - Golden Valley Electric Association May we contact this employer? Yes
 www.gvea.com
 [REDACTED]
 Fairbanks, Alaska 99712
 [REDACTED]

Duties

I provide new construction planning, engineering and operations support assistance to four departments at GVEA. I enter payroll for 18 wireman in the electric shop, process locates from the 811 digline, provide communication and support services for the linemen, electricians and the brushing crew services. I process new electric service application utilizing internal mapping systems. My position is responsible for monitoring, receiving and transmitting on a multi-channel two-way radio system. I monitor and retrieve information from a variety of computer systems.

Reason for Leaving

I am still employed at GVEA.

Administrative Assistant - City Clerks Office

9/1989 - 5/1990 Hours worked per week: 40
 Monthly Salary: [REDACTED]
 # of Employees Supervised: 1
 Name of Supervisor: Patsy Jones - Deputy City Clerk
 May we contact this employer? Yes
 City of Seward
 www.cityofseward.us
 [REDACTED]
 Seward, Alaska 99664
 [REDACTED]

Duties

- Created packets for monthly city council meetings
- Filled in at council meetings for the City Clerk in her absence; taking minutes, etc.

- Helped people with voter registration and absentee voting
 - Maintained records regarding contracts and grants for the City
- Also: Posted monthly calendar with the dates & times of meetings.

Reason for Leaving

I was living seasonally in Seward and moved back to Anchorage.

Certificates and Licenses

Type: Mining & Mill Operations - Occupational Endorsement Certificate

Number:

Issued by:

Date Issued: 4 /2018 Date Expires:

Skills

Office Skills

Typing: 65

Data Entry: 80

Additional Information

Professional Memberships

IBEW Alternate Shop Steward

References

Professional

Watts, Amber

Preliminary Field Inspector

[REDACTED]
Fairbanks, Alaska 99701
[REDACTED]

Resume

Text Resume

Attachments

| Attachment | File Name | File Type | Created By |
|---|---|--------------|------------|
| K. ELLIOTT - COVER LETTER.docx | K. ELLIOTT - COVER LETTER.docx | Cover Letter | Job Seeker |
| UAF - Occupational Endorsement in Mining Mill Operations - Kathleen Elliott.pdf | UAF - Occupational Endorsement in Mining Mill Operations - Kathleen Elliott.pdf | Other | Job Seeker |
| Kathleen Elliott - Kenai City Clerk Resume.docx | Kathleen Elliott - Kenai City Clerk Resume.docx | Resume | Job Seeker |

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A:

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A:

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:

A: Record management programs

3. Q: Select those items which you have a working knowledge of:

A: the Laserfiche document management software, including Laserfiche Forms.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: No

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: Yes

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

Kathleen Elliott
[REDACTED]
Fairbanks, AK 99712
[REDACTED] cell

Good Day,

Upon reviewing this job description, I would like to submit my resume for your consideration. I am confident that my skills and abilities make me one of the best candidates for this position.

I would bring with me a broad range of skills, including but not limited to:

- Knowledge and ability of working in an accounting environment.
- Payroll, recordkeeping, bookkeeping, inventory and accounting experience.
- Strong working knowledge of MS Office Suite and multiple other computer programs.
- Graduate of the UAF Mining Mill Operations certification program as of March 2018.
- I have an exceptional attendance and punctuality record even in adverse weather conditions.

I would appreciate the opportunity to talk with you regarding this position. I have attached my resume for your review. I look forward to hearing from you soon.

Regards,

Kathy Elliott
[REDACTED]

EXPERIENCE

Golden Valley Electric Association – Operations Administrative Assistant – (Sept 2016 – Present)

- Time card entry on a daily basis for 3 departments.
- Creating requisitions for invoice payment using Oracle.
- Making travel arrangements for linemen such as hotel accommodations and calculating per diem for their travel.
- Monitoring locate requests through the 811 Alaska Digline.
- All administrative duties.

Municipal Light & Power – Plant Accounting Senior Clerk – (Nov 2012 – Sept 2016)

- I oversaw several projects at a time by monitoring the progress and closing status while working with utility engineers and linemen.
- Reconcile materials, labor and overhead using Excel.
- Research inventory prices for billing.
- Coordination with engineering personnel to ensure all costs, drawings and as-builts are accurately updated in all projects.
- I billed truck stock inventory listed on operations and engineering shop orders.
- I added labor hours, materials and overhead to projects.
- I compiled financial data, which required interaction with other departments.
- Preparation and maintenance of various reports and documents.
- I compiled and maintained project records and files using both documents and computer databases and spreadsheets.
- Responsible for the monthly meter retirements.
- All office management duties.

Municipal Light & Power - Utility Account Representative – (Feb 2001 – Nov 2012)

- New service establishment and closing processes.
- Meter record maintenance such as reviewing meter reads to verify misreads and / or inconsistencies (power theft).
- Process customer cut ins and cut outs.
- Working with other utility departments on behalf of residential and commercial customers relating to specific projects.
- Monthly billing coordinator (verifying multiple meter reads by cycle on a daily basis).

Municipality of Anchorage – Admin Assistant, Community Planning Dept – (Jan 2001 – Feb 2001)

- Administrative Assistant duties
- Procuring all office supplies

City of Seward – Administrative Assistant, City Clerks Office – (Sept 1989 – May 1990)

- **Creating packets for monthly city council meetings**
- **Filling in at council meetings for the City Clerk in her absence; taking minutes, etc.**
- **Helping people with voter registration and absentee voting**
- **Maintaining records regarding contracts and grants for the City**

EDUCATION & TECHNICAL SKILLS

***University of Alaska, Fairbanks – Mining Mill Operations OEC.**

***University of Alaska, Anchorage – Mechanical & Electrical Drafting (Auto Cadd).**

***CompuCom – Attended the 2013 Excel classes in Anchorage.**

***NWPPA (North West Public Power Association) – Attended the 2012 seminar for Electric Utility Power Generation in Anchorage and attended again in 2017 in Fairbanks.**

***SEDC – Attended the 2007 UPN (Utility Power Net) update seminar in Florida.**

University of Alaska Fairbanks

Community & Technical College

*The University of Alaska Fairbanks upon recommendation of the faculty,
and in recognition of the fulfillment of prescribed requirements
have conferred upon*

Kathleen Elliott

*the occupational endorsement in
Mining Mill Operations*

with all its privileges and obligations.

*Given at the University of Alaska Fairbanks Community & Technical College,
the month of March, 2018*



**COMMUNITY & TECHNICAL
COLLEGE**
UNIVERSITY of ALASKA FAIRBANKS


Michele Stalder, Dean, UAF Community & Technical College


Brian Ellingson, Process Technology Program Head

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 47956916

Name: Laura J McCaleb Address: Palisades, New York 10964 US
Home Phone: Alternate Phone:
Email: Notification Preference: Email
Former Last Name: Duncan Nunemann

Personal Information

Driver's License: Yes, New York, Class D
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Master's Degree

Education

College/University

Columbia University
9/2018 - 12/2018
New York City, New York

Did you graduate: No
Major/Minor: Management Development Program Certificate
Units Completed: 1 Semester
Degree Received: No Degree

Graduate School

University of Alaska
https://www.uaf.edu/academics/programs/masters/justice-administration.php
9/2008 - 5/2011
Fairbanks, Alaska

Did you graduate: Yes
Major/Minor: Justice Administration
Units Completed: 8 Semester
Degree Received: Master's

College/University

University of Alaska Fairbanks
https://catalog.uaf.edu/certificates-associate/certificate-associate-programs/paralegal-studies/
9/1984 - 12/2007
Fairbanks, Alaska

Did you graduate: Yes
Major/Minor: Paralegal Studies
Units Completed: 8 Semester
Degree Received: Associate's

College/University

Wayland Baptist University
https://www.wbu.edu/campuses/fairbanks/eielsonAFB.htm
8/2004 - 8/2007
Eielson Air Force Base, Alaska

Did you graduate: Yes
Major/Minor: Occupational Education/Paralegal
Units Completed: 6 Quarter
Degree Received: Bachelor's

Work Experience

Division Business Manager

2/2015 - Present
Lamont-Doherty Earth Observatory of Columbia University
Ideo.columbia.edu
Palisades, New York 10964

Hours worked per week: 40
Monthly Salary:
of Employees Supervised: 3
Name of Supervisor: Dave Goldberg - Associate Director
May we contact this employer? No

Duties

Lamont-Doherty Earth Observatory of Columbia University
Division Business Manager, Division of Marine/Large Programs
* Direct budgetary responsibility for over \$100M of divisional research and institutional accounts with annual spending of approximately \$20M.
* Primary liaison between division PIs (Principal Investigators) and Lamont-Doherty Earth

Observatory

(LDEO) Administrative offices to integrate practices and procedures in accordance with University, Observatory and governmental requirements.

- * Work closely with the Associate Director on projects within the division to include financial reporting.
- * Responsible for the financial administration of all contracts and grants within the division.
- * Monitor all monthly financial reports and advise each PI about grant and contract status and rates of expenditures.
- * Identify business objectives and/or issues and set internal procedures and plans to achieve goals in both areas.
- * Responsible for risk assessment and management of fiscal, technical, and scheduling issues.
- * Prepare proposals and coordinate proposal submission with LDEO and Columbia administration, including project and discretionary budgets, as well as other accounting functions for the Marine Division upon request.
- * Ensure correct budget data entry into the ARC budget tool and monitor budget performance on a monthly basis.
- * Conduct budget analysis to maintain expenditure controls and make budget adjustments as needed.
- * Develop management tracking mechanisms and establish policies and procedures as needed for preventing overdrafts and resolve budgetary issues, should they occur.
- * Responsible for all financial aspects, including creating budget spreadsheets, budget analysis, forecasting, reconciliation, staffing and procurement.
- * Prepare budgets and budget justifications for proposals and yearly budget plans for submission to Fastlane and RASCAL (internal to Columbia). Proposal submissions also include collecting, reviewing, preparing, and uploading all other required documentation. RASCAL includes any required documents for the Institutional Review Board (IRB).
- * Prepare subaward packages, review completed packages for accuracy, and submit to Contracts for processing, interacting with external administrative staff when necessary.
- * Prepare vendor packages for purchase orders, review completed documents for accuracy and submit to Procurement for processing, interacting with external vendors when necessary.
- * Review quarterly reports in ARC (Columbia's financial system) with each PI for accuracy and to stay in line with their projects' budget projections.
- * Review invoices, TBERS (Columbia employee reimbursements), check requests (reimbursement of travel expenses to non-Columbia program participants) for compliance and accuracy, and then submit to Finance for processing.
- * Review all approved subaward invoices for budget approval, prepare the required documentation and then submit to Finance for processing.
- * Implement University initiatives, including those involving other units, divisions and departments at LDEO and Columbia.
- * Coordinate annual performance reviews with Associate Director and advise on type of appointment, leaves of absences, and salary/grade level, where required.
- * Inform PIs on procedures for hiring new research/support staff and draft appointment memos, and consultant paperwork.
- * Supervise supporting administrative staff (1) and assign salaries (for payroll) on a timely basis, for all personnel in Large Programs.

Program Manager, US Science Support Program (USSSP)

- * Program Manager for the IODP (International Ocean Discovery Program) U.S. Science Support Program, a ten-year \$70M project, which includes over 600 subawards in the first 6 years (internal and external).
- * Monitor all monthly financial reports and advise the Program Director about the project's financial status and rate of expenditures.
- * Responsible for risk assessment and management of the program's fiscal, technical, and scheduling issues.
- * Prepare budgets and budget justifications for proposals and yearly budget plans for submission to Fastlane and RASCAL (internal to Columbia). Proposal submissions also include collecting, reviewing, preparing, and uploading all other required documentation.
- * Prepare subaward packages for external institutions, review completed packages for accuracy, and submit to Contracts for processing, interacting with external administrative staff when necessary. (To date, approximately 115 external institutions and 600 subawards for this program.)
- * Prepare vendor packages for purchase orders, review completed documents for accuracy and submit to Procurement for processing, interacting with external vendors when necessary.
- * Prepare quarterly and annual financial reports for the USSSP quarterly reports, broken down by task.

- * Review quarterly reports in ARC (Columbia's financial system) with the Program Director for accuracy and to stay in line with the budget projections.
 - * Review invoices, TBERS (Columbia employee reimbursements), check requests (reimbursement of travel expenses to non-Columbia program participants) for compliance and accuracy, and then submit to Finance for processing.
 - * Review all approved subaward invoices for budget approval, prepare the required documentation and then submit to Finance for processing.
 - * Prepare budget projections, when needed, due to increased science parties or, in current times, canceled expeditions due to COVID-19.
- * Work closely with USSSP staff on budgeting, purchasing, invoicing and travel questions, problems, and solutions, especially in regards to Columbia policies and the NSF award.
 - * Work closely with USSSP Program Director on the program budget, payments, potential financial issues or administrative issues and Columbia policy or NSF award questions.
 - * Monthly salary assignments for USSSP personnel.
 - * Supervision of Administrative Assistant (25% project), Assistant Business Manager (100% project) and Logistics Coordinator (100% project).

Reason for Leaving

I'm looking to advance my career and build on my skill set, in addition to moving closer to family.

Program Coordinator

10/2007 - 2/2015

University of Alaska Fairbanks
 [REDACTED]
 Fairbanks, Alaska 99775-7220
 [REDACTED]

Hours worked per week: 40
 Monthly Salary: [REDACTED]
 # of Employees Supervised: 1
 Name of Supervisor: Terry
 Whitedge - Professor
 May we contact this employer? Yes

Duties

Construction of the Alaska Region Research Vessel (R/V SIKULIAQ)

- * Point of contact for the ARRV (Alaska Region Research Vessel) Project Office to University of Alaska (UA), University of Alaska Fairbanks (UAF), State of Alaska, the National Science Foundation (NSF), and the NSF Business System Review (BSR).
- * Responsible for risk assessment and management of fiscal, technical, and scheduling issues.
- * Provide financial analysis and projections to ensure fiscal compliance of the multi-million dollar NSF grants (project total of \$199.5M).
- * Prepare a monthly budget showing expenditures and estimated costs.
- * Prepare weekly and bi-weekly financial reports.
- * Prepare monthly Earned Value Management reports for the non-ARRA funds (management) using Excel and Primavera.
- * Revise budget for each phase of the ARRV project based on requested program changes and/or program progress.
- * Troubleshoot purchasing and contracting issues with internal UAF offices and NSF.
- * Ensure timely and correct entry of accounting information into the BANNER system, to include: travel, travel reimbursement, subcontract invoices, purchases, and requisitions.
- * Disseminate information regarding the progress of construction via phone, e-mail, and reports
- * Maintain and update the ARRV website, to include uploading photographs, using Drupal.
- * Process invoices, to include review for applicability, reasonableness, budget check and approval.
- * Schedule, organize, and coordinate meetings, conferences, and travel arrangements for the ARRV project team, Advisory Oversight Committee (AOC) members and R/V SIKULIAQ crew.
- * Prepare, review, approve and submit travel reimbursements for meeting participants and crew members.
- * Proposal coordinator responsibilities specific to this project.
- * P-card reconciliation for purchases up to \$10,000/day and \$100,000 a month, specific to project.
- * Assist the R/V SIKULIAQ crew with outfitting (the ship) and administrative tasks, to include new employee orientation and onboarding, payroll, purchasing, receiving, in-port errands and driving crew to and from the airports. Also responsible for establishing crew housing, utilities, vehicles, and local hotel contracts prior to delivery of the vessel.

Reason for Leaving

End of construction project. New position with Columbia University.

Proposal Coordinator

3/2006 - 12/2007

University of Alaska Fairbanks
<https://www.uaf.edu/cfos/>

██████████
 Fairbanks, Alaska 99775-7220
 ██████████

Hours worked per week: 40
 Monthly Salary: \$0.00
 Name of Supervisor: Ruth Post -
 Program Manager
 May we contact this employer? Yes

Duties

School of Fisheries & Ocean Sciences (SFOS)

- * Coordinate with agencies and SFOS personnel to ensure proposals are applicable, compliant, and meet the requirements of the researchers, department, institution, and funding agencies.
- * Coordinate and communicate with OSP personnel on proposals, new guidelines, and clarification of rules and regulations and their application to proposals.

- * Review proposals to ensure that they comply with agency guidelines (i.e. format, required information, required documentation), editing when necessary.
- * Compile and computation of budgets for proposals, to include research on F&A rates, salary, fringe benefits, travel expenses (airfare, per diem, and lodging), etc.
- * Revise budgets based on requests by the agency, the researcher, or UAF Office of Grants & Contract Administration.
- * Prepare budget justifications based on information contained in the budget and proposal.
- * Prepare mandatory federal and/or state forms.
- * Prepare up to date current and pending forms for the researchers.
- * Prepare signature pages for the agency, SFOS, and subrecipients (when necessary) and obtain those signatures.
- * Contact subrecipients to obtain required documents and signatures and to assist, when necessary, in preparing those documents.
- * Update SFOS publications on the database with information provided by the researchers.
- * Answer any questions that office personnel or researchers may have and assist them in a friendly and time efficient manner.
- * Provide administrative support upon request to SFOS staff or researchers.
- * Research funding opportunities via the Internet and provide researchers with all applicable funding opportunities.
- * Communicate via phone or e-mail with funding agencies and program when necessary for clarification or assistance.
- * Proficient use of Word, Excel, BANNER, QMenus, Fastlane, grants.gov, and the Internet.
- * Maintain confidentiality of salary, wages, benefit calculations, and other information contained within the budgets and the proposals.

Reason for Leaving

New position at the University of Alaska Fairbanks.

Certificates and Licenses**Skills**

Office Skills

Typing: 70

Data Entry: 0

Other Skills

Program Management Intermediate - 13 years and 11 months

Proposal Preparation (Pre-Award) Expert - 15 years and 5 months

Financial Management (Post-Award) Expert - 13 years and 11 months

Budget Forecasting Expert - 13 years and 11 months

Research Policies and Procedures and Apply Expert - 15 years and 5 months

Legal Research Intermediate - 12 years and 6 months

Microsoft Word, Excel, Adobe, Power Point Expert - 15 years and 5 months

Office equipment (copier, printer, scanner) Expert - 28 years and 4 months

Website maintenance Intermediate - 7 years and 1 months

Additional Information

Additional Information

It is not always obvious but, my legal background has been instrumental in research administration and program management. I work with policies and procedures from Columbia University, the funding agencies and sometimes other institutions on a daily basis. The approach I take differs from others in that I am constantly reviewing the policies and referring back to or referencing policies and procedures where necessary.

Also, I do have working knowledge of state and local legislative procedures having worked in law firms in Fairbanks, Alaska for approximately 10 years. I am unable to select more than one choice on the question page to add this answer.

References

Professional

Oliver, Daniel

[Redacted]

Professional

Brenner, Carl

[Redacted]

Professional

Petzel, Charles

[Redacted]

Resume

Text Resume

Attachments

| Attachment | File Name | File Type | Created By |
|---|---|--------------|------------|
| McCaleb - City of Kenai ltr 8.31.2021.pdf | McCaleb - City of Kenai ltr 8.31.2021.pdf | Cover Letter | Job Seeker |

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A:

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A:

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:

A: Record management programs

3. Q: Select those items which you have a working knowledge of:

A: the Drupal website content management system.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: No

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: No

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

Laura J. McCaleb (Nunemann)

City of Kenai
210 Fidalgo Avenue
Kenai, Alaska 99611

August 29, 2021

RE: City Clerk
Job Number 00147

Dear Mayor Gabriel,

Please accept my resume for consideration of the position of City Clerk. Currently, I am the Division Business Manager for Marine/Large Programs at Lamont-Doherty Earth Observatory of Columbia University and the Program Manager for the U.S. Science Support Program (USSSP). Prior to this, I was the Program Coordinator for the Construction of the Alaska Region Research Vessel (R/V *SIKULIAQ*) at the University of Alaska Fairbanks (UAF). My combined program management experience is 13 years. In addition, I have a Master's Degree in Administration of Justice.

For the past 15 years, I have worked for institutions of higher education, beginning as a Proposal Coordinator with the College of Fisheries and Ocean Sciences at UAF. I worked with proposals for approximately 19 months before accepting a position as a Program Coordinator (Office Manager) on the construction of the R/V *SIKULIAQ* project. There I gained experience in program management, as well as exposure and experience working directly with various stakeholders, both national and private. In my current position as Business Manager, my main tasks are to assist with proposal preparation and program/financial management, to include preparing purchase orders, subawards, and cost transfers, assigning salaries and preparing and reviewing financial reports.

I am also the Program Manager for USSSP. As Program Manager, I assist the Program Director with all financial related issues related to the award, to include preparing proposals, preparing annual budgets, compiling financials for quarterly progress reports, managing subawards and purchase orders and providing input on financial or policy issues as they arise.

Lastly, prior to working in institutes of higher education, my background was in law. I not only studied most aspects of the law but I then worked in law firms for hands-on experience. I find that legal knowledge and experience applicable when reviewing and applying policies, procedures and terms of awards and or contracts. I believe this skillset would also be useful in terms of the City election process and procedures, meetings of the Planning and Zoning Commission and composing any proclamations, ordinances and resolutions.

The City Clerk position piqued my interest in that it appears to encompass my current skill set and experience, while also expanding slightly beyond leaving room for growth. I believe my work experiences would be beneficial to the City of Kenai and that not only would I gain knowledge from your office, the City Council and other city staff members, I would also bring skills and experience to the position.

I appreciate your time and consideration and look forward to hearing from you.

Sincerely,


Laura J. McCaleb

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 6324400

Name: Meri Jane Bohn Address: [REDACTED]
 new address: Kenai Alaska
 Odessa, Washington 99159
 US

Home Phone: [REDACTED] Alternate Phone:
 Email: [REDACTED] Notification Email
 Preference:

Former Last
 Name:

Personal Information

Driver's License: Yes, Washington , [REDACTED]
 Can you, after employment, submit proof of
 your legal right to work in the United States? Yes
 What is your highest level of education? Some College

Education

College/University Did you graduate: No
Green River Community College Major/Minor: Human Resources Generalist Certificate
 1/2016 - 3/2016 Degree Received: Other
 Kent, Washington

High School Did you graduate: Yes
Enumclaw High School Degree Received: High School Diploma
 9/1997 - 6/2001
 Enumclaw, Washington

Work Experience

City Clerk-Treasurer Hours worked per week: 40
 8/2020 - 9/2021 Monthly Salary: \$0.00
 # of Employees Supervised: 1
 Town of Odessa Name of Supervisor: Bill Crossley - Mayor
 [REDACTED] May we contact this employer? Yes
 Odessa, Washington 99159
 [REDACTED]

Duties

- Supervise and perform activities related to utility billing, accounts payable and payroll.
- Prepare and/or assure preparation of all required monthly, quarterly and annual reports in accordance with standard Washington State Auditor requirements.
- Prepare and monitor departmental budgets and with preparation and monitoring of the Town's annual budget in conformance with BARS requirements. Project revenues and expenditures in order to anticipate Town's financial needs.
- Monitor and account for all construction projects in the Town, assuring proper reimbursements from projects financed by grants, loans and bond issues.
- Invest Town monies in accordance with established criteria.
- Implement and maintain the accounting system for water/sewer/garbage utilities as prescribed by the Washington State Auditor.
- Coordinate activities with State and other auditors as required.
- Supervise the retention and destruction of all Town records under advice of the State Archivist.
- Provide general support services for the Town Council, Mayor and all Town departments; prepare agendas and other materials; attend council meetings, take, distribute and maintain minutes.
- Maintain and retrieve all Town records in response to need of the Town Council, staff and public.
- Assure and oversee functions related to the publication of legal notices; call for bids, maintenance of inventory records, and the publication and codification of Town ordinances.

- Oversee the functions related to issuing various licenses and permits, and to collecting and accounting for all monies due the Town.
- Oversee the functions related to serving the support needs of various boards and commissions as directed.
- Participate in the interview process of office personnel engaged in a variety of support activities.
- Supervise, train, and direct the work activities and monitor performance of departmental employees.
- Perform any special projects or assignments as directed by the Mayor and Council.
- Act as a custodian of the Town Seal. Attest the signature of Town Officials.

Reason for Leaving

Relocating to Kenai Alaska

Customer Service Rep/Deputy City Clerk

6/2019 - 8/2020

City of Moses Lake

[REDACTED]

Moses Lake, Washington 98837

[REDACTED]

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Jessica Cole - Customer Service Manager

May we contact this employer? Yes

Duties

I worked as a Utility Customer Service Representative. I take in utility payments, process garbage requests, sign new customers into accounts and help with billing backup. I answer a switchboard phone and help receipt in accounts receivables into correct accounts. Moved up to Deputy City Clerk right before I moved and accepted a job with the Town of Odessa.

Reason for Leaving

Was offered a job 2 blocks from my house. This job was an hour each way to work.

Customer Service Technician

5/2016 - 3/2018

Covington Water District

Covington, Washington 98042

[REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

Name of Supervisor: Michelle Surdez - Customer Service Manager

May we contact this employer? Yes

Duties

Duties include top notch customer service for internal & external customers, cash receipting, running various reports, data entry, processing all mail and incoming/outgoing packages, maintain very confidential/sensitive personal information for different programs with locked up paperwork, records retention/redaction, cash adjustments, leak adjustments, switch board multiple phone operation.

Reason for Leaving

My husband's job relocated to Eastern Washington.

Utility Billing Financial Analyst

8/2007 - 5/2015

City of Kent

[REDACTED]

Kent, Washington 98022

[REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Tom Vetsch - Customer Service Manager

May we contact this employer? Yes

Duties

I was employed with the City of Kent. I worked in the Finance Department as the Financial Utility Billing Analyst for the city. I did the entire water billing system for all of Kent (over 120,000 residents), which requires very in depth knowledge of accounting practices, general ledgers, journal entries, data entry & customer service combined. I moved up in this department which I

used to work as a Customer Service Representative taking in Utility payments, multiple phones, paper processing, money processing, business licenses, pet licenses, electronic records, Accounts Receivables, LID payments, daily deposit with very large amounts of money, our department ran the entire mail room for the City, and other such duties. I started with the City working in the City Clerk's Office as an Office Technician. I greeted people/customers, answered phones, did data entry on a daily basis, worked with the filing system on a daily basis, did the mail, worked daily with City Ordinances/Resolutions/other records, helped with agenda, took minutes, covered in different departments when needed, helped out the Deputy City Clerk with her filing/sorting papers, spread sheets and helped the records manager write letters to people for confidential records request (fire, police, permits, engineering, etc.) and records retention scheduling, so I handled tons of personal/confidential information on a daily basis as well. I also completed many special projects for the City Clerk.

Reason for Leaving

Left for maternity leave and to stay home with my daughter.

Claims Service Representative

9/2001 - 5/2007

Mutual of Enumclaw Insurance

Enumclaw, Washington 98022

Hours worked per week: 40

Monthly Salary: [REDACTED]

Name of Supervisor: Cathy Layton - Field Claims

Supervisor

May we contact this employer? Yes

Duties

I held many positions during the course of employment with this company. I first started with the company as a part time file clerk searching for files. I was hired on full time as a records administrator handling requests for records along with phone calls requesting information. I moved up to the claims department and took new claims from customers over the phone and put them in our system. I transferred out to our Tacoma claims office after accepting a position as Executive Administrative Assistant/Secretary at the front desk of our Tacoma claims branch office. I ordered office supplies & equipment, kept a log book for our "pool" cars, made appointments, typed checks, letters, data entry, supported 16 claims adjusters, answered switch board phones of 25+ incoming lines, 10 key (60+ wpm), typing (60+ wpm), scanning, faxing, processing of all titles for salvaged/totaled vehicles and all types of secretary/clerical type side jobs. I then moved up to handle claims for the company as a Claims Adjuster. I dealt with difficult situations all the time, talked with tons of people on a daily basis, and was very high stress/multi-tasking was a must. I left this job because I started my own business.

Reason for Leaving

Started my own home business.

Certificates and Licenses

Type: Washington State Notary Public

Number:

Issued by:

Date Issued: 9 /2014 Date Expires: 9 /2019

Type: Certified Municipal Clerk (CMC)

Number: Working on getting my CMC - In progress

Issued by: IIMC

Date Issued: 7 /2021 Date Expires: 7 /2021

Skills

Office Skills

Typing: 75

Data Entry: 0

Additional Information

References

Professional
McQueeney, Tammy
 Senior Financial Analyst



Personal
Senecal, Jackie
 Manager and friend



Professional
Mohr, Sally
 Business Analyst



Resume

Text Resume

Attachments

| Attachment | File Name | File Type | Created By |
|---------------------------------------|---------------------------------------|---------------------|-------------------|
| Meri Jane Bohn.doc | Meri Jane Bohn.doc | Resume | Job Seeker |
| PDI Certificates - Meri Jane Bohn.pdf | PDI Certificates - Meri Jane Bohn.pdf | License | Job Seeker |
| Kenai.docx | Kenai.docx | Cover Letter | Job Seeker |

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A:

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A:

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:

A: Parliamentary procedures

3. Q: Select those items which you have a working knowledge of:

A: the Laserfiche document management software, including Laserfiche Forms.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: No

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: No

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

██████████ Odessa, WA 99159
New address: Kenai Alaska
██████████
E-Mail: ██████████

Meri Jane Bohn

September 10, 2021

City of Kenai
210 Fidalgo Ave
Kenai, AK 99611

Re: City Clerk

Enclosed is my application and resume in response to the job opening City Clerk which has opened up within the City of Kenai. I enjoy working as a support person for government and would like to continue in a field which I know and have loved for years.

I feel I can offer what you are looking for and have the experience to back it up; here are some examples:

- City Clerk-Treasurer
- Customer Service/Administrative Specialist experience
- Records Management & Retention schedule
- Utility Billing
- Human Resource Generalist College Certificate
- Deputy City Clerk experience
- 65+ wpm & 10 key
- Payroll and data entry experience
- Detail Oriented
- Fast learner & Team Player
- Friendly, Honest, Hard worker
- Outstanding people & customer service skills
- Filing/sorting/alphabetizing multiple items
- Cashiering with cash drawer-balancing daily
- Flexible with change, very adaptable

I am known as a team player that puts in whatever effort is necessary to accomplish goals. My past experience working in the support sector really has been great. I would love to continue in a job that I enjoy and to help out in whatever way I can.

I look forward to meeting with you to explain further of how I can contribute to this job. Thank you for your consideration.

Sincerely,
Meri Jane Bohn

Meri Jane Bohn
[REDACTED]
[REDACTED], [REDACTED]
New address – Kenai Alaska
[REDACTED]

OBJECTIVE:

City Clerk-Treasurer, Deputy City Clerk, Administrative/Executive Assistant, Secretary, Lead Receptionist, Customer service, Records Technician, Municipal Analyst Accountant, Billing...etc. are just a few examples of jobs I have held over the course of my employment experiences. I am a very hard working, fast learner, leadership oriented, skilled, team player, honest, and friendly individual who leaves a good impression and gives it my all where ever I have been employed and also in my personal life. I want to use and prove my skills true, if you will give me the chance!

EMPLOYMENT HISTORY:

Town of Odessa **8/2020 – Current**
[REDACTED]
Odessa, WA 99159
[REDACTED]

I am currently employed here as the Town Clerk-Treasurer of Odessa WA. I am in charge of the Clerk's Office and wear tons of hats in this job. I run payroll, Human Resources - process all new hires and terminations, quarterly reporting, handle all the grant and loan paperwork for all construction jobs and Capital Improvement projects, handle all tax and benefit items, process accounts receivables, payables, and journal entries, public records request officer, help handle the utility bills and payments, reconcile all town bank accounts, I put together all the Town Council meetings and do the minutes and all the packets/agendas for the meetings, I handle all financial pieces for the town such as BARS items, and auditor requests, I also do the Town's annual budget.

City of Moses Lake **6/2019 – 8/2020**
[REDACTED]
Moses Lake, WA 98837
[REDACTED]

I worked as a Utility Customer Service Representative. I take in utility payments, process garbage requests, sign new customers into accounts and help with billing backup. I answer a switchboard phone and help receipt in accounts receivables into correct accounts. Moved up to Deputy City Clerk right before I moved and accepted a job with the Town of Odessa.

Covington Water District **5/2016 – 3/2018**
[REDACTED]
Covington WA 98042
[REDACTED]

I worked for Covington Water District as a Customer Service Technician. I did all aspects of customer service, phones, mail, compose letters, cash receipting, A/R process invoices, switchboard phone system, records management, data entry, run reports, handle very sensitive information under lock & key for programs, cover for billing when needed.

City of Black Diamond

7/2015 – 5/2016

Black Diamond, WA 98010

I worked for the City of Black Diamond as a Deputy City Clerk. I covered the City Clerk for Council meetings, recording & minute taker at City Council meetings and Planning Commission meetings. I ran the Utility Billing System for the city along with their business licensing program as well. Customer Service along with being a Washington state Passport Agent, answered phones was daily along with daily deposits and bank deposits. I helped with mail, writing letters, and all other office tasks. I also handled all their records Management stuff (Ordinances, Resolutions, Contracts...etc.)

City of Kent

8/2007 – 5/2015

Kent, WA 98032

I was employed with the City of Kent till May 2015. I worked in the Finance Department as the Financial Utility Billing Analyst for the city. I did the entire water billing system for all of Kent (over 120,000 residents), which required very in-depth knowledge of accounting practices, book keeping, data entry, journal entries, general ledger & customer service combined. I moved up in this department which I used to work as a Customer Service Representative taking in Utility payments, multiple phones, paper processing, money processing, business licenses, pet licenses, electronic records, Accounts Receivables, LID payments, daily deposit with very large amounts of money, helped run the mail room and other such duties. I started with the City working in the City Clerk's Office as an Office Technician. I greeted people/customers, answered phones, did data entry on a daily basis, worked with the filing system on a daily basis, did the mail, worked daily with City Ordinances/Resolutions/other records, covered in different departments when needed, helped out the Deputy City Clerk with her filing/sorting papers, spread sheets and helped the records manager write letters to people for confidential records request (fire, police, permits, engineering, etc.) and records retention scheduling, so I handled tons of personal/confidential information on a daily basis as well. I also completed many special projects for the City Clerk.

CLOSING:

I will give it my all! I have a bunch of years of working in Government. I am a very fast learner, hardworking and put in 110% in everything I do. I am a great team player, can get along with every personality, friendly, honest, customer service oriented, and very up-beat and cheery! Give me a chance and I will prove to you I can get the job done.

REFERENCES:

Trina Hays – (personal friend) 30 years
Buckley, WA 98321

Rebecca Furry –(Former Supervisor) 15 years
Kent, WA

Tammy McQueeney – (Former co-worker) 15 years
Kent, WA 98031

Sally Mohr – (Former co-worker) 4 years
Covington, WA

Certificate of Completion

This is to certify that

Meri Jane Bohn

Town of Odessa

Has successfully completed

Northwest Clerks Institute, Professional Development I

Conducted by

Washington State University, June 8 – 17, 2021

(24 CMC Hours)

Joann Tilton

6/17/2021

Joann Tilton, Northwest Clerks Institute Director

Date



00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 37265382

Name: Patricia L Chavez Address: [REDACTED]
 BARROW, Alaska 99723
 US

Home Phone: [REDACTED] Alternate Phone:
 Email: [REDACTED] Notification Email
 Preference:

Former Last
 Name:

Personal Information

Driver's License: Yes, Alaska , [REDACTED] , Class C

Can you, after employment, submit proof of
 your legal right to work in the United States? Yes

What is your highest level of education? Some College

Education

College/University Did you graduate: No
Oregon State University Major/Minor: Psychology
 9/2006 - 6/2009 Units Completed: 96 Semester
 Corvallis, Oregon Degree Received: Bachelor's

High School Did you graduate: No
Elsik High School Degree Received: GED
 [Unspecified Start] - 2004
 Houston, Texas

Work Experience

Chambers Judicial Assitant Hours worked per week: 36
 8/2019 - Present Monthly Salary: [REDACTED]
 Name of Supervisor: Nelson Traverso - Superior Court Judge
 Alaska Court System May we contact this employer? Yes
 Utqiagvik, Alaska 99723
 [REDACTED]

Duties**CHILDREN'S / PROBATE CLERK**

Case management clerk for all children's and probate cases.
 Open new cases, calendar hearings, process incoming pleadings, and prepare and distribute orders.
 Maintain case files and electronic case management system for these case types.
 Respond to inquiries regarding cases in conformance with confidentiality rules..

ADMINISTRATIVE ASSISTANT

Maintain the judicial calendar.
 Draft occasional documents; prepare and distribute court orders.
 Schedule proceedings.
 Prepare and submit pay affidavits and leave reports for judicial officers.
 Process weekly under-advisement reports.
 Receive and screen telephone calls and visitors.
 Update forms books and maintain forms and files in judge's chamber area.
 Other duties as assigned by the judge.

IN-COURT AND TRANSFERRED FILES CLERK

Perform in-court clerk duties for probate and children's cases.

Assist with in-court duties for other hearings if clerk's office has no other available back-up. Case management clerk for all case files transferred to the Utqiagvik Court from other second district courts.

CALENDARING CLERK AND OTHER DUTIES

Periodically review overall court calendar to determine if there are scheduling conflicts. Keep court staff and Area Court Administrator apprised of judicial officers' leave, travel and meeting schedule; Assist in the Clerk's office on request of the Clerk of Court and subject to approval of the Superior Court Judge.

Reason for Leaving

n/a

Unit secretary

6/2018 - Present

GSRMC

Corvallis, Oregon 97330

[REDACTED]

Hours worked per week: 28

Monthly Salary: \$0.00

of Employees Supervised: 0

Name of Supervisor: Jeanne Seeley - ER Manager

May we contact this employer? Yes

Duties

ESSENTIAL FUNCTIONS

1. Perform a variety of support work for the unit including but not limited to: coordinating all paperwork and records, pre-admission, receiving admitted patients; initiating patient files; taking action on physician orders; process discharges orders, transfers and expirations; prepare hospital statistical records. May process daily charges and charge corrections. May update staffing and communication board. May assist with care coordination such as chaplain service, scheduling diagnostic orders, creating charts and writing thank you notes.
2. Maintain and order unit supplies and equipment. Re-stock items as needed.
3. Manage multiple phone calls and threads of communication. Answer and/or direct inquiries for caregivers and visitors. May call caregivers in from On-Call.
4. Provide clerical support for transcription and medical records maintenance.
5. May orient patients and visitors to room, unit and hospital environment, assist with comfort items in collaboration with other health team members and escalating identified needs to other team members as needed.
6. Perform other duties as assigned.

Reason for Leaving

Moved to Barrow Alaska

Office Specialist 2 (Temp)

1/2019 - 7/2019

Oregon State Penitentiary

Salem, Oregon 97310

[REDACTED]

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 0

Name of Supervisor: Bill Christy [REDACTED]

May we contact this employer? Yes

Duties

provide clerical and administrative support to the Behavioral Health Services Manager (BHSM), Qualified Mental Health Provider (QMHP), Qualified Mental Health Administrator (QMHA), contractors and volunteers in the institution. Duties would include general office, record processing, scheduling, and data entry to support operations of the program. Work is performed in an adult prison, inmates may become physically and/or verbally abusive where assaults and disturbances could occur. Training in and knowledge of crisis intervention techniques, emergency procedures and defensive measures is essential. The Office Specialist works alone supervising inmates, coming in and going out of the Mental Health Services area. Contact with inmates can take place out of visual range of security staff. Vigilance and awareness are required to maintain a non-threatening environment to prevent aggressive or high anxiety inmate behavior.

Reason for Leaving

Temp position

Night shift Housekeeper

1/2017 - 6/2018

GSRMC

Corvallis , Oregon 97330
[REDACTED]

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 0

Name of Supervisor: Laura Raby - Assistant manager

May we contact this employer? Yes

Duties

Cleaning patient rooms, scrub and wax floors, stock

Reason for Leaving

after an on the job injury, decided to apply for a job that worked within my work restrictions

Store Manager

7/2015 - 6/2018

Peoria Road Farm Market
Corvallis, Oregon 97333
[REDACTED]

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 10

Name of Supervisor: Margret Henderson - Owner

May we contact this employer? Yes

Duties

Daily contact with customers of all races, genders, ages, and temperaments; requiring excellent communication skills and the ability to handle difficult situations that arise during direct sales. Providing quality assurance of produce and assisting customers with product selection was essential to providing a high level of customer satisfaction. Stocking the storeroom and maintaining cleanliness of the display and cold storage were all critical to meeting management standards

Reason for Leaving

Seasonal work

Private Contractor- Cab Driver

8/2014 - 3/2017

Hub Cab

Corvallis, Oregon 97330
[REDACTED]

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 5

Name of Supervisor: Monica - owner

May we contact this employer? Yes

Duties

customer service, money handling, managing appointments, making sure shift were covered

Reason for Leaving

left for a more reliable job, Owner lost interest in making sure the cars were safe to use. continuously raised lease fees and told employees that they hadn't paid even when there was proof , ect.

Production Manager/ owner

8/2006 - 10/2015

C4 Livestock, LLC

Corvallis, Oregon 97333
[REDACTED]

Hours worked per week: 80

Monthly Salary: \$0.00

of Employees Supervised: 9

Name of Supervisor: Aimee Aldrich - Co-Owner

May we contact this employer? Yes

Duties

Directly manage budget and sales goals for egg, poultry, and vegetable production including delivery service and customer satisfaction

species-specific management including but not limited to: livestock feeding programs, facility maintenance, ordering/purchasing supplies, time management, deworming and vaccination schedules, maintaining animal and herd health records, and breeding management.

Reason for Leaving

Co-Owner decided to sell

Certificates and Licenses

Type: Notary Public

Number: 983482A

Issued by: Secretary of State

Date Issued: 2 /2019 Date Expires: 1 /2023

Skills

Office Skills

Typing: 50

Data Entry: 0

Additional Information

References

Professional

Christy, Bill

BHS Manager- OSP

Salem, Oregon

[Redacted]

Professional

Seeley, Jeanne

ER Manager- GSRMC

Corvallis, Oregon 97330

[Redacted]

Professional

Traverso, Nelson

Superior Court Judge

Utqiagvik , Alaska 99723

[Redacted]

Professional

Aldrich, Aimee

Farm Manager

Watertown, New York 13601

[Redacted]

Professional

Greene, Michelle

Manager

Corvallis , Oregon 97333

[Redacted]

Personal

Henderson, Margaret

Owner PRFM
Corvallis, Oregon 97333

Professional
GSRMC, Laura
Corvallis, Oregon 97330

Professional
Gordon, Stephani
Staffing Office Supervisor
Albany, Oregon 97321

Professional
Reyes, Amethyst
Telemetry Assistant
Albany , Oregon 97321

Resume

Text Resume

Attachments

| Attachment | File Name | File Type | Created By |
|---------------------------------------|---------------------------------------|--------------|------------|
| Patricia%20Resume%202018.docx | Patricia%20Resume%202018.docx | Resume | Job Seeker |
| Patricia cover letter March 2021.docx | Patricia cover letter March 2021.docx | Cover Letter | Job Seeker |

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A: N/A

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A: N/A

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select

the items below which you hold a working knowledge of:

A: Record management programs

3. Q: Select those items which you have a working knowledge of:

A: the Laserfiche document management software, including Laserfiche Forms.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: No

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: Yes

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

September 2021

To Whom It May Concern:

I am responding to your company's job posting. I believe I have the skills and demeanor to work as a member of your team efficiently and effectively. My diligent attention to detail and motivated 'self-starter' personality has been valuable in my previous work as evidenced by my history as an entrepreneur driving cab and as a farmer. My strong work ethic has been appreciated by colleagues, supervisors and management at all my previous employment.

I have proficient skills that meet or exceed the requirements for the posted position. Beyond computer skills, I have formal training in office technology and routine office management skills including record keeping and basic accounting. I have completed 98 credit hours toward a Bachelor of Arts degree in Psychology including courses in sociology, ethics, interpersonal communications and technical writing. While I have not been able to complete my formal education for personal reasons, I have actively applied it and my employers have benefitted from the knowledge acquired as well as the experience I obtained dealing with fast paced environments and diverse personalities. Further, I have training in Workplace Ethics and HIPAA Privacy laws. The experience I gained through previous positions has taught me valuable skills beneficial to this position: critical thinking, attention to details, timeliness, organization, and effective communication. My current position requires daily exhibition of high-level professionalism and discretion while applying rules, regulations and the law daily.

I believe that the skills and mature judgement I bring are valuable, practical, and most importantly, relevant to the duties of this position. I care about my North Slope community and I would love to be in a position that affords me the opportunity to continue to serve it. This position is a value to the community, and I look forward to being part of that mission. Thank you for your consideration. I look forward to interviewing with your team.

Regards,

Patricia L. Chavez

Patricia Chavez

██████████
Utqiagvik, AK 99723

Mobile: ██████████
Email: ██████████

Skills

Management

- As a Production Supervisor with C4 Livestock, I developed the ability to problem solve despite complex or stressful situations as a response to working in such a fast paced and changing workplace.
- Directly manage budget and sales goals for egg, poultry, and vegetable production including delivery service and customer satisfaction at C4 Livestock.
- Efficient communication was required up and down the chain of management at OSU Bookstore to provide input and feedback to managers and buyers regarding product selection, variety, quality, and quantity of product.

Specialized Skills

- Providing quality assurance of produce and assisting customers with product selection was essential to providing a high level of customer satisfaction. Stocking the storeroom and maintaining cleanliness of the display and cold storage were all critical to meeting management standards.
- Ensuring care of elderly and difficult dogs including but not limited to: administering prescribed medications, cleaning and changing bandages post-surgery, and basic care of multiple pets while housesitting.
- While self-employed as a co-founder and production supervisor of C4 Livestock LLC many experiences required species-specific management including but not limited to: livestock feeding programs, facility maintenance, ordering/purchasing supplies, time management, deworming and vaccination schedules, maintaining animal and herd health records, and breeding management.

Customer Service

- Daily contact with customers of all races, genders, ages, and temperaments; requiring excellent communication skills and the ability to handle difficult situations that arise during direct sales while working at department stores, cab driving, and farm visits.
- Responsible for efficient, accurate cashier sales and service transactions including cash, credit cards, gift cards, coupons, refunds, and service contracts with excellent customer service while working for the OSU Bookstore and Kmart.
- Assist in loss prevention at the OSU Bookstore outdoor concession stand during football games while dealing with unruly customers and passerby.

Office Skills

- Microsoft Office: Word, Publisher, Outlook, Power Point, Excel; data entry, creation of calibration curves, and statistical analysis, etc.
- Typing: 60 words per minute
- Filing paperwork; alphabetically, by subject, and taxes

Work Experience:

- Chambers Judicial Assistant. Alaska Court System. August 2019- Current
- Temp Office Assistant. Oregon State Penitentiary. January 2019- July 2019
- Unit secretary of Emergency Department. GSRMC. June 2018 – August 2019
- Night shift Housekeeper. GSRMC. January 2017- June 2018

Patricia Chavez

██████████
Utqiagvik, AK 99723

Mobile: ██████████
Email: ██████████

- Peoria Road Farm Market. Corvallis, OR. July 2016- June 2018
- Contractor: Hub Cab. Corvallis, OR. 2014-2017.
- Self Employed: Dog Sitting. Corvallis, OR. 2011-2019
- Cashier, Kmart Dept. Store. Corvallis, OR. 2012-2014
- Self Employed: C4 Livestock, LLC. Corvallis, OR. 2009-2013.
 - Experience with a variety of species including bummer lambs, dairy goats, beef cattle, turkeys, chickens, rabbits, dogs, cats, and waterfowl with a commitment to their health, welfare, and ethical treatment.
- Concessions Sales Associate: OSU Bookstore. Corvallis, OR. 2007-2012
- Library Assistant: Houston Comm. College. 2005-2006.

Extracurricular Activities:

- ASOSU Women's Affairs: Oregon State University. Fall 2008.

Education:

- B.S. In Progress, Major: Psychology, Minor: Visual Arts. Oregon State University, Corvallis, OR. 96 credit hours completed.
- General Education Diploma (GED). Alief Independent School District. Houston, TX. 2004

References:

- Molly Banas. Assistant District Attorney. ██████████
- Nelson Traverso. Superior Court Judge. ██████████
- Aimee Aldrich. C4Farms LLC. Farm Manager. ██████████
- Michelle Greene. Hub Cab. Manager ██████████
- Margret Henderson. Peoria Road Farm Market. Owner. ██████████
- Laura Raby. GSRMC. Environmental Services A.D.M. ██████████
- Stephani Gordon. SAGH. Staffing Office Supervisor. ██████████

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 16406340

Name: Rebecca L Anderson Address: [REDACTED]
Kenai, Alaska 99611
US

Home Phone: [REDACTED] Alternate Phone:

Email: [REDACTED] Notification Preference: Email

Former Last Name: Mesa

Personal Information

Driver's License: Yes, Alaska, [REDACTED], Class A

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Master's Degree

Education

Graduate School Did you graduate: Yes
University of Phoenix
ecampus.phoenix.edu Major/Minor: Psychology
12/2008 - 1/2012 Units Completed: 135 Semester
Phoenix, Arizona Degree Received: Master's

College/University Did you graduate: Yes
University of Phoenix
ecampus.phoenix.edu Major/Minor: Psychology
4/2008 - 2/2010 Units Completed: 48 Semester
Phoenix, Arizona Degree Received: Bachelor's

College/University Did you graduate: Yes
Axia College
ecampus.phoenix.edu Major/Minor: Criminal Justice
10/2006 - 4/2008 Units Completed: 48 Semester
Phoenix, Arizona Degree Received: Associate's

Work Experience

Youth Outreach Hours worked per week: 20
4/2018 - 6/2018 Monthly Salary: [REDACTED]
of Employees Supervised: 0
The LeeShore Center Name of Supervisor: Karen Stroh - Shelter Manager
leeshoreak.org May we contact this employer? Yes
[REDACTED]
Kenai, Alaska 99611
[REDACTED]

Duties

Presentations of safe relationships and conflict resolution to K-12 students in local school district, and submitting statistical reports for the grantor. Adhere to confidentiality and other agency policies.

Reason for Leaving

Position ended.

Family Services Technician Hours worked per week: 40
5/2017 - 11/2017 Monthly Salary: [REDACTED]
of Employees Supervised: 0

Kenaitze Indian Tribe
www.kenaitze.org

██████████
Kenai, Alaska 99611
██████████

Name of Supervisor: Amanda Barlow - Family Services
Administrator
May we contact this employer? Yes

Duties

Received reports of harm.
Obtained enrollment/eligibility documentation for Kenaitze children or enrollment/eligibility documentation and a tribal resolution for other Alaska Native/American Indian for whom Kenaitze Family Services were being requested.
Responded to reports of harm to children within designated timeframes, including immediately in crisis within the protocols and policies of the Family Services program.
Assisted in coordinating the investigative functions of the team in relation to allegations of child abuse or neglect and took steps to protect children which could include removal.
Responsible for coordinating with Family Services team to assume custody of Kenaitze children, who through the investigation process have been deemed Children in Need of Aid.
Collaborated with and provided referrals to, tribal and/or community programs in order to support the goals of family preservation and safety planning.
Provided clerical assistance to Family Services Department.
Ensured workplace safety guidelines were followed for staff, vendors and customers.
Maintained department purchase card and submitted receipts for reconciliation.
Maintained client and family confidentiality.

Reason for Leaving

Involuntary dismissal.

Legal Advocate

12/2010 - 4/2017

The LeeShore Center
www.leeshoreak.org

██████████
Kenai, Alaska 99611
██████████

Hours worked per week: 40
Monthly Salary: ██████████
of Employees Supervised: 0
Name of Supervisor: Karen Stroh - Shelter Manager
May we contact this employer? Yes

Duties

Provided advocacy services to clients at courthouse, aiding in knowledge of legal rights. Work closely with clients with safety planning. Referred clients to other agencies as needed. Assisted clients in making good decisions for employment, housing, and other life skills. Maintained confidentiality. Maintained proper record documentation. Worked independently and as a team member. Maintained ability to remain calm under stress. Remained current on job-related issues. Maintained appropriate and punctual attendance. Worked well with diverse population. Accepted supervision. Maintained understanding and correct application of agency and state policies and procedures. Communicated with others in respectful manner. Understood dynamics of domestic violence and sexual assault with ability to provide effective crisis intervention. Encouraged and supported clients in their own decision making processes. Remained current on all State and Federal laws affecting victims of domestic violence and sexual assault. Maintained effective organizational skills for statistical data collection and timely submission of reporting requirements. Provided effective victim court advocacy, including court accompaniment of DV/SA hearings, and assistance with protective order/violent crime compensation process. Knowledge of and appropriate use of community resources. Gave presentations to staff and community members twice per year for Community Awareness Workshop.

Reason for Leaving

Career development.

Manager

6/2006 - 1/2011

Already Read
██████████

Hours worked per week: 12
Monthly Salary: ██████████
of Employees Supervised: 1
Name of Supervisor: Benjamin Jackinsky - Owner
May we contact this employer? Yes

Kenai, Alaska 99611
[REDACTED]

Duties

Greet customers. Assist customers. Make change.
Keep records of store credit.
Manage stock.

Reason for Leaving

Career Advancement

Personal Care Assistant

7/2008 - 12/2010

Consumer Direct
Kenai, Alaska 99611
[REDACTED]

Hours worked per week: 20

Monthly Salary: \$0.00

Name of Supervisor: Sasha Fallon - Administrator

May we contact this employer? Yes

Duties

Assist client with activities of daily living.

Reason for Leaving

Career advancement
Family medical reasons

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Additional Information

Laserfiche forms

Drupal website familiarity

References

Professional

Stroh, Karen

The LeeShore Center
[REDACTED]

Kenai, Alaska 99611
[REDACTED]

Professional

Musgrove, Dawn

Youth Advocate
[REDACTED]

Professional

Smith, Cheri

Executive Director
[REDACTED]

Kenai, Alaska 99611
[REDACTED]

Professional
Crandall, Annie
 Advocate
 ██████████.
 Kenai, Alaska 99611
 ██████████

Resume

Text Resume

Attachments

| Attachment | File Name | File Type | Created By |
|-------------------------------|-------------------------------|--------------|------------|
| RAndersonCityClerkResume.docx | RAndersonCityClerkResume.docx | Resume | Job Seeker |
| CityClerkLetter.docx | CityClerkLetter.docx | Cover Letter | Job Seeker |

Agency-Wide Questions

- Q: Are you currently, or have you ever been employed by the City of Kenai?
 A: No

- Q: If yes, please provide Position Title and dates of employment.
 A:

- Q: Are you related to any person currently working for the City of Kenai?
 A: No

- Q: If Yes, please list their names(s), department(s), and your relationship(s):
 A:

Supplemental Questions

- Q: Which of the following do you currently have?
 A: Five plus years of high-level administrative experience or management experience in municipal government roles

- Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:
 A: State and local legislative procedures

- Q: Select those items which you have a working knowledge of:
 A: the Drupal website content management system.

- Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?
 A: No

- Q: Do you currently hold a regular or limited governmental notary commission?
 A: No

- Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

Rebecca Anderson

██████████
Kenai AK 99611

September 3, 2021

City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611
<http://www.kenai.city>

To Whom It May Concern:

I'm writing to apply for the Criminal Justice Technician I (PCN 12-1622) position. I am excited about this opening, as I formerly worked as a domestic violence/sexual assault victim advocate. As the courthouse-based legal advocate for The LeeShore Center, I accompanied clients to both criminal and civil hearings. I was not formally trained as a paralegal but did work assisting clients to file their own legal paperwork using the court's self-help forms. This opening in your office is especially appealing because being part of a team, using my support skills, is where I know I can do the best. Being responsible for confidentiality and for evidence storage are tasks for which I am confident of my ability

My work history shows a significant lapse of time in the work chronology because of family medical issues, which have resolved, I am ready and able to return to the workforce in this full-time position.

I have strong attention to detail and effective time management skills. I have the ability to work independently with good time management. I have extensive experience with The LeeShore Center in several positions, all requiring confidentiality, accuracy, and timeliness. I believe I would be a good match for this position.

I look forward to talking with you further about how I can serve your office.

Sincerely,

Rebecca L. Anderson

Professional Summary

I am an administrative municipal office manager with customer service and advocacy expertise that includes hiring, firing, guiding, documenting, and meeting with the public and constituents. My customer service excellence begins with listening skills compounded by eagerness to learn, love of people, and accuracy. I have experience with numerous details of meetings and documentation, including Laserfiche and Drupal familiarity. I plan to soon obtain a notary commission and the CMC certifications required by this position. Customer service includes education about requirements, restrictions, and certifications as needed.

Skills

- Confidentiality
- Data entry, reports, financial information, file maintenance, case management
- Oral and written communication
- Administration tasks, including task management and documentation

Experience

- THE LEESHORE CENTER 2010-2018 Advocate
- Started as Child Advocate and moved to Legal Advocate and then Youth Outreach Advocate with six-month break to work at Indian Tribe
 - Accompanied victim clients to court for civil and criminal matters
 - Facilitated client groups at prison and shelter
 - Answered 24-hour crisis line
 - Referral to community agencies including employment and housing
- KENAITZE INDIAN TRIBE. 2017 Family Services Technician
- Took Reports of Harm and called Office of Children Services as needed
 - Managed department charge card account and check requests
 - Maintained records of ICWA tribal membership inquiries
 - Supervised parent /child visits as directed by case managers, providing reports and maintaining client files.
- CONSUMER DIRECT CARE 2012-2019 Personal Care Assistant
- Maintained and submitted accurate records for home care individual
 - Participated in meetings regarding services, including planning and reporting through fulfillment
- LAST FRONTIER HOMESCHOOL 1995-2007 Homeschool Educator
- Maintained all records, including attendance, grades, health records, and courses of study.
 - Facilitated K-12 lessons, utilizing computer, traditional, and unit-study curricula.
- VALENTEC INTERNATIONAL CORPORATION. 1994-1995 Administrative Assistant
- Processed payroll, accounts payable, and accounts receivable for corporate office
 - Accomplished internal audits of payroll records for all divisions.
- SYSTEMS INTEGRATED. 1987-1993 Payroll Clerk
- Processed payroll and employer tax returns for 250 employees in eight states.
 - Handled payroll tax returns, 401(k) and Section 125 cafeteria plans, health and life insurance.

Education

UNIVERSITY OF PHOENIX
Master of Science, Psychology
Bachelor of Science, Psychology
Associate of Arts, Criminal Justice

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 48032331

Name: Michelle M. Saner Address: [REDACTED] Kenai, Alaska 99611 US
 Home Phone: [REDACTED] Alternate Phone:
 Email: [REDACTED] Notification Preference: Email
 Former Last Name:

Personal Information

Driver's License: Yes, Alaska, [REDACTED], Class D
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? High School

Education

MMS verified no education history.

Work Experience

City Clerk
 7/2013 - Present
 Hours worked per week: 40
 Monthly Salary: [REDACTED]
 # of Employees Supervised: 1
 City of Soldotna
 soldotna.org
 [REDACTED]
 Soldotna, Alaska 99669
 [REDACTED]
 Name of Supervisor: Paul Whitney - Mayor
 May we contact this employer? Yes

Duties

Please see attached resume.

Reason for Leaving

Have not left the position.

Deputy Borough Clerk

8/2008 - 6/2013

Kenai Peninsula Borough
 kpb.us
 [REDACTED]

Soldotna, Alaska 99669
 [REDACTED]

Hours worked per week: 40
 Monthly Salary: [REDACTED]
 # of Employees Supervised: 2
 Name of Supervisor: Johni Blankenship - Borough Clerk
 May we contact this employer? Yes

Duties

Please see attached resume.

Reason for Leaving

Accepted the Soldotna City Clerk Position

Administrative Assistant

2/2007 - 8/2008

Kenai Peninsula Borough
 kpb.org
 [REDACTED]

Soldotna, Alaska 99669
 [REDACTED]

Hours worked per week: 40
 Monthly Salary: \$0.00
 # of Employees Supervised: 0
 Name of Supervisor: Johni Blankenship - Borough Clerk
 May we contact this employer? Yes

Duties

Please see attached resume.

Reason for Leaving

Promoted to Deputy Clerk.

Certificates and Licenses

Type: Certified Master Municipal Clerk

Number:

Issued by: International Institute of Municipal Clerks

Date Issued: 10 /2016 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Professional Associations

- Alaska Association of Municipal Clerks
- Membership Committee, Member 2008 - 2012
- Membership Committee, Chair 2013 - 2014
- Election Committee, Member 2008 - 2013
- Election Committee, Chair 2013 - 2017
- Scholarship Committee, Member 2015 - 2018
- Scholarship Committee, Chair 2019 - Current
- Conference Planning Committee, Member 2015 - 2016
- Conference Planning Committee, Chair 2016 - 2017
- Executive Board, Second Vice President 2015 - 2016
- Executive Board, First Vice President 2016 - 2017
- Executive Board, President 2017 - 2018
- Executive Board, Past President 2018 - 2019

Project Homeless Connect
Coordinator of the Comfort Care Packages 2018 & 2019

References

Professional
Newman, Jamie
Wasilla City Clerk
[Redacted]

Professional
Freas, Carol
[Redacted]
Kenai, Alaska
[Redacted]

Professional
Ahlberg, Brenda
[Redacted]
Soldotna, Alaska
[Redacted]

Professional
Blankenship, Johni
[Redacted]
Soldotna, Alaska
[Redacted]

Resume**Text Resume****Attachments**

| Attachment | File Name | File Type | Created By |
|--------------------------------------|--------------------------------------|------------------|-------------------|
| City Clerk Cover Letter - Saner.docx | City Clerk Cover Letter - Saner.docx | Cover Letter | Job Seeker |

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A:

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A:

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:

A: State and local legislative procedures

3. Q: Select those items which you have a working knowledge of:

A: the Laserfiche document management software, including Laserfiche Forms.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: Yes

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: Yes

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

Michelle M. Saner

[REDACTED], Kenai, AK 99611

September 10, 2021

Stormy Brown
Human Resources Director
City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611

Dear Ms. Brown,

I am writing in response to the notice of requirement for City Clerk. I have been working in a Municipal Clerks Office for more than 14-years, the last eight of which serving as the City Clerk for the City of Soldotna. I feel my experience and knowledge in the following would make me a valuable addition to your team:

- Municipal Meeting Management
- Records Management
- Election Administration
- Citizens Appeal Process
- Cemetery Administration

Outside of my work history and commitment to professionalism, I would like you to know that I am a very dedicated and detailed oriented person. I take pride in the fact that I am self-driven and present a professional yet personal nature.

I look forward to meeting with you and further discussing my qualifications for the City Clerk Position. I can be reached at [REDACTED].

Sincerely,

Michelle M. Saner

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 18688854

Name: Tonya M Silk Address: [Redacted] NIKISKI, Alaska 99635 US
Home Phone: [Redacted] Alternate Phone: [Redacted]
Email: [Redacted] Notification Preference: Email
Former Last Name: Gillies

Personal Information

Driver's License: Yes, Alaska, [Redacted], Class D
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Some College

Education

College/University

University of Alaska
1/1993 - 8/1994
Anchorage, Alaska

Did you graduate: No
Major/Minor: College Major/Minor: Phy Ed K-12 w/cert; Human Svcs - Substance Abuse; Hlth Sci-Addiction Studies
Units Completed: 57 Semester
Degree Received: No Degree

College/University

University of South Carolina
8/1991 - 3/1992
Sumter, South Carolina

Did you graduate: No
Major/Minor:
Units Completed: 1 Semester
Degree Received: No Degree

College/University

University of Alaska
8/1988 - 6/1991
Anchorage, Alaska

Did you graduate: No
Major/Minor: Phy Ed K-12 w/cert; Human Svcs - Substance Abuse; Hlth Sci-Addiction Studies
Units Completed: 80 Semester
Degree Received: No Degree

High School

Kenai Central High School
8/1985 - 5/1988
Kenai, Alaska

Did you graduate: Yes
Degree Received: High School Diploma

Work Experience

Data Coordinator

5/2021 - 8/2021

Cook Inlet Council on Alcohol and Drug Abuse (CICADA)
www.alaskacicada.org
[Redacted]
Kenai, Alaska 99611
[Redacted]

Hours worked per week: 30
Monthly Salary: [Redacted]
of Employees Supervised: 0
Name of Supervisor: Alecia Gottlob - Counselor
May we contact this employer? Yes

Duties

Temporary position - Data Entry Specialist/Coordinator; Performed general office tasks; conduct outcome follow-up telephone interviews of former clients; enter and maintain demographic data on all clients in computer database program; records management of client files including logging files in and out of filing information into client files; telephone communications management; collate and cross reference data from various agencies into one document; meet public in a pleasant and comfortable manner; prepare necessary materials and documents for CICADA

operations; copy and collate data as needed; data entry client information into specific database based on monthly interviews, counselor assessments/results, along with compiling & computing data according to statistical formulas for use in statistical studies. Performed actuarial computations & compiled charts & graphs for use by actuaries which included actuarial clerks.

Reason for Leaving

Temporary position ended at the end of August 2021.

Administrative Specialist II

7/2014 - 4/2020

Schlumberger Technology Corporation

Nikiski, Alaska 99635

Hours worked per week: 40

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Nate Rose - AKA Manager

May we contact this employer? Yes

Duties

** FOR EMPLOYMENT VERIFICATION: email to [REDACTED], all requests must be accompanied by a signed release from me, along with the following information: My full name, GIN, last 4 digits of SSN, the email address where the VOE response needs to be sent, written consent/authorization from me to disclose the information **

Alaska DOT Compliance Coordinator; Maintained DOT Files; Alaska Fleet Logistics Coordinator; Timely & accurately distribution & monitoring of monthly/quarterly random authorizations for Alaska SLB & MI Swaco employees. Worked with Advanced Workplace Strategies Inc (AWSI) agency in regards to test results, pre-employment checks, etc.; Performed clerical tasks that required a comprehensive knowledge of the company's procedures, policies, and workflow; performed any tasks that were given to me; maintained proficiency in using computer systems & office software programs & software updates; provide training to staff as personal computer or software updates occurred; Examine documents &/or information concerning all drivers that required complete understanding of company practices, policies & guidelines; established & maintained efficient clerical systems & procedures for processing documents, application, records, licenses & other paperwork; monitor costs; answer all incoming calls, assist guests, assist job applicants with correct info when applying for a position, maintaining copier, etc.; only holder of PCard for Alaska Schlumberger & Alaska MI Swaco for credit card purchases; processing monthly billings for both Schlumberger & MI Swaco for the Nikiski yard; soul point of contact / handler for the Driver Qualification Program for Alaska, Drug & Alcohol testing for Alaska; DOT Drivers for Alaska; maintaining Kenai office for Schlumberger; ordering of office supplies; Alaska Fleet Services; keeper, scheduler, organizer of the Kenai staff housing; security liaison for company assets & secured facilities for the Kenai yard.

Reason for Leaving

Laid off

Motor Vehicle Customer Service Representative I

1/2014 - 6/2014

State of Alaska, DMV

Soldotna, Alaska 99669

Hours worked per week: 40

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Joshua Martinez - Office Manager I

May we contact this employer? Yes

Duties

Issue driver licenses to eligible applicants. Examine application forms, supporting documentation and computer databases to confirm identity and determine eligibility for the type of license requested; test knowledge of traffic regulations; schedule or examine results of practical skill testing; enter or update information in driver licensing databases; determine and collect applicable fees; test visual acuity; capture electronic signature and photograph of licensee; and deliver license.

Issue identification cards to eligible applicants. Examine application forms, supporting documentation, and computer databases to confirm identity, residency, and eligibility for State

identification card; enter or update information in databases; determine and collect applicable fee; capture electronic signature and photograph of applicant; and deliver identification card.

Record and issue titles of ownership for passenger vehicles, trucks, buses, vans, motor homes, mobile homes, motorcycles, and trailers. Examine forms, transfer of ownership documentation, and computer databases to confirm identity and appropriate transfer of property interests; enter or update ownership and/or lien-holder information in databases; determine and collect applicable fees; and deliver title to owner.

Record registration of passenger vehicles, trucks, buses, vans, motor homes, motorcycles, boats, all-terrain vehicles, snowmobiles, and trailers. Examine forms, ownership documentation, and computer databases to confirm identity and ownership; determine if emission inspection or waiver is required and examine results of emission testing; enter or update registration information in databases; determine and collect applicable fees and taxes; and deliver registration documentation, license plates, and month/year tabs to owner.

Reinstate driver licenses of applicants who have met reinstatement requirements after a license suspension or revocation. Examine forms, court documents, insurance documents, other supporting documentation, and computer databases to confirm identity and determine if all the requirements for reinstatement have been met; determine what tests must be retaken; conduct knowledge testing and schedule or examine results of practical skill testing; enter or update information in driver licensing databases; determine and collect applicable fees; test visual acuity; capture electronic signature and photograph of licensee; and deliver license.

Examine accident reports and traffic citations for compliance with financial responsibility and mandatory insurance laws and driver improvement program; update information in licensing databases, including the Problem Driver Point System; suspend or revoke driver license as required by statutes and regulations; identify potential medical issues and recommend appropriate action to supervisor; notify drivers of license suspension or revocation; provide information on appeal procedures and schedule administrative hearings.

Examine court orders revoking or suspending driver licenses; determine if judgment includes all actions required by statutes; notify supervisor of actions not included; update databases to suspend or revoke license; notify driver of actions taken.

Receive and process requests for driver records. Examine request and supporting documentation to determine if requester is authorized to receive records; search databases for records; deliver records to requestor; explain information on records as necessary.

Provide information on motor vehicle licensing, titling, and registration statutes and regulations to individuals, attorneys, law enforcement officers, and so on. Answer questions on requirements and give instructions on forms and procedures to comply with State and federal requirements.

Inquire about customer's voter registration status and participation in the organ donor program. Provide information and forms to eligible individuals; examine completed forms for accuracy; send completed forms to the responsible agency or update the appropriate databases to reflect participation.

Conduct the daily office deposit and record the deposit into the ALVIN database. Count & verify proper money count in the office cash fund.

Be able to work in a fast-paced, high volume, customer oriented business and to be able to work well under pressure. Be able to multi-task with frequent interruptions, meet deadlines and be organized.

This position uses various systems, programs, databases and websites to verify and interpret information to assist with processing or denying transactions as necessary. Some of the systems, programs, databases and websites include, but not limited to, are: Standard Operating Procedures (SOP), Alaska License and Vehicle Information Network (ALVIN) (DMV version of APSIN), The National Motor Vehicle Title Information System (NMVTIS), American Association of Motor Vehicle Administrators (AAMVA), Federal Motor Carrier Safety Administration (FMCSA), CarFax, NADA, Commercial Driver License Information System (CDLIS), Performance Registration Information Systems Management (PRISM), National Drivers Registry (NDR), Problem Driver Pointer System (PDPS), Social Security Online Verification (SSOLV), Immigration and Customs Enforcement (ICE), Immigration and Naturalization Service (INS), National Center for Health

Statistics (NCHS), National Highway Traffic Safety Administration (NHTSA), and Commercial Vehicle Enforcement.

Reason for Leaving

Personal Reasons

Office Manager I

8/2006 - 12/2013

State of Alaska, Division of Motor Vehicles
 [REDACTED]
 Soldotna, Alaska 99669
 [REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

of Employees Supervised: 7

Name of Supervisor: Carl Springer(retired), [REDACTED]

[REDACTED] - DMV Registrar

May we contact this employer? Yes

Duties

Establish staff schedules and assignments. Evaluate workflow and workload patterns and determine the scheduling that will most efficiently meet demand; set staff work hours that meet workload demands and comply with bargaining unit contract requirements, budgetary constraints, and sound personnel management practices; adjust schedules to allow for planned and unplanned absences; assign duties and set priorities.

Establish standards for production, employee conduct, and conflict resolution. Examine division policies and standards and determine how best to implement them; document and communicate to staff the policies, standards, and expectations for their work.

Observe and evaluate staff in the performance of their work. Provide recognition and feedback on performance; provide coaching and guidance to improve performance; assess knowledge and skill levels of each employee; and develop training to increase and broaden employees' knowledge and skills.

Effectively deal with problem employees. Identify and evaluate the nature of the problem; assess the facts of the problem; develop a plan of action, working with human resource specialists and division management when warranted; implement appropriate disciplinary measures; document the problem, the plan, and the actions taken.

Audit the work of subordinates. Examine completed documentation and system entries to determine if statutes and regulations were correctly applied; calculate fees and taxes to ensure appropriate funds were collected; identify errors and determine what action is required to make corrections; initiate corrections, including notification of customer when necessary; and instruct employee on correct procedures to prevent recurrence of errors.

Hire and train new employees. Examine the vacant position to determine if the work can be reassigned, eliminated, or reclassified; review and revise the position description as appropriate; write and submit documents for classification or approval to recruit; write and post recruitment announcement; examine and assess applicants; select top applicant in accordance with merit principles; conduct or oversee training of new employee; monitor and evaluate employee's acquisition of knowledge and skills and performance during probationary period; determine whether or not the employee will be retained.

Participate in review of division policies and procedures. Regularly examine policies and determine if revising, abolishing, or establishing new policies would improve operational efficiency; draft and propose changes; review proposals from other managers and assess their probable impact on unit supervised; discuss proposal with other managers and negotiate changes that will work effectively for everyone.

Regularly examine the structure and relationships of the unit supervised. Structure positions and functions in a manner that optimizes economy, productivity, efficiency, and organizational effectiveness; design and control positions so that they are structured clearly without overlapping duties, fragmentation of work processes, or unnecessary positions; structure positions to encourage career development, allow cross-training, and ensure a balance between employees at different levels of development.

Review and resolve customer and employee complaints. Listen to the complaint to ensure understanding of the problem and issues; assess possible actions and determine the best solution

to the problem within statutory and regulatory requirements; explain available options and the best solution; provide assistance and guidance to enable the implementation of the solution.

Intervene when customers are abusive. Redirect customer to focus on the problem; maintain calm and professional demeanor; assume responsibility for errors; courteously and firmly enforce statutory and regulatory requirements; and resolve the problem as quickly as possible.

Coordinate the unit's operations with other units, offices, and division programs. Develop and maintain an effective working relationship with other managers, agency executives, and representatives from other state and federal agencies, local governments, and non-governmental organizations.

Monitor, document, and control expenses and accountable documents. Establish and enforce security procedures for sensitive documents, databases, equipment, and received monies. Conduct the daily office deposit and record the deposit into the ALVIN database. Count & verify proper money count in the office cash fund.

Issue driver licenses to eligible applicants. Examine application forms, supporting documentation and computer databases to confirm identity and determine eligibility for the type of license requested; test knowledge of traffic regulations; schedule or examine results of practical skill testing; enter or update information in driver licensing databases; determine and collect applicable fees; test visual acuity; capture electronic signature and photograph of licensee; and deliver license.

Issue identification cards to eligible applicants. Examine application forms, supporting documentation, and computer databases to confirm identity, residency, and eligibility for State identification card; enter or update information in databases; determine and collect applicable fee; capture electronic signature and photograph of applicant; and deliver identification card.

Record and issue titles of ownership for passenger vehicles, trucks, buses, vans, motor homes, mobile homes, motorcycles, and trailers. Examine forms, transfer of ownership documentation, and computer databases to confirm identity and appropriate transfer of property interests; enter or update ownership and/or lien-holder information in databases; determine and collect applicable fees; and deliver title to owner.

Record registration of passenger vehicles, trucks, buses, vans, motor homes, motorcycles, boats, all-terrain vehicles, snowmobiles, and trailers. Examine forms, ownership documentation, and computer databases to confirm identity and ownership; determine if emission inspection or waiver is required and examine results of emission testing; enter or update registration information in databases; determine and collect applicable fees and taxes; and deliver registration documentation, license plates, and month/year tabs to owner.

Reinstate driver licenses of applicants who have met reinstatement requirements after a license suspension or revocation. Examine forms, court documents, insurance documents, other supporting documentation, and computer databases to confirm identity and determine if all the requirements for reinstatement have been met; determine what tests must be retaken; conduct knowledge testing and schedule or examine results of practical skill testing; enter or update information in driver licensing databases; determine and collect applicable fees; test visual acuity; capture electronic signature and photograph of licensee; and deliver license.

Examine accident reports and traffic citations for compliance with financial responsibility and mandatory insurance laws and driver improvement program; update information in licensing databases, including the Problem Driver Point System; suspend or revoke driver license as required by statutes and regulations; identify potential medical issues and recommend appropriate action to supervisor; notify drivers of license suspension or revocation; provide information on appeal procedures and schedule administrative hearings.

Examine court orders revoking or suspending driver licenses; determine if judgment includes all actions required by statutes; notify supervisor of actions not included; update databases to suspend or revoke license; notify driver of actions taken. Testify in court in regards to revoked, suspended or canceled driving privileges.

Receive and process requests for driver records. Examine request and supporting documentation to determine if requester is authorized to receive records; search databases for records; deliver records to requester; explain information on records as necessary.

Provide information on motor vehicle licensing, titling, and registration statutes and regulations to individuals, attorneys, law enforcement officers, and so on. Answer questions on requirements and give instructions on forms and procedures to comply with State and federal requirements.

Inquire about customer's voter registration status and participation in the organ donor program. Provide information and forms to eligible individuals; examine completed forms for accuracy; send completed forms to the responsible agency or update the appropriate databases to reflect participation.

Be able to work in a fast-paced, high volume, customer oriented business and to be able to work well under pressure. Be able to multi-task with frequent interruptions, meet deadlines and be organized.

This position uses various systems, programs, databases and websites to verify and interpret information to assist with processing or denying transactions as necessary. Some of the systems, programs, databases and websites include, but not limited to, are: Standard Operating Procedures (SOP), Alaska License and Vehicle Information Network (ALVIN), Alaska Public Safety Information Network (APSIN), The National Motor Vehicle Title Information System (NMVTIS), American Association of Motor Vehicle Administrators (AAMVA), Federal Motor Carrier Safety Administration (FMCSA), CarFax, NADA, Commercial Driver License Information System (CDLIS), Performance Registration Information Systems Management (PRISM), National Drivers Registry (NDR), Problem Driver Pointer System (PDPS), Social Security Online Verification (SSOLV), Immigration and Customs Enforcement (ICE), Immigration and Naturalization Service (INS), National Center for Health Statistics (NCHS), National Highway Traffic Safety Administration (NHTSA), Commercial Vehicle Enforcement & National Crime Information Center (NCIC) along with the International Justice and Public Safety Network (NLETS).

Supervisors:

08/16/06 - 12/2010 - Carl Springer, DMV Registrar (retired), [REDACTED]
 1/2011 - 04/15/102 - Whitney Brewster, Director & Shelly Mellott, Deputy Director (both moved out of state)
 04/16/12 - 11/1/13 - Joanne Olsen, Office Manager II & Operations Manager (promoted to Operations Mgr)
 11/2/13 - 12/31/13 - Nichole Tham, Office Manager I (promoted to Office Manager II position)

Reason for Leaving

Voluntary Demotion

Motor Vehicle Customer Service Representative II

6/2002 - 7/2006

State of Alaska, DMV

[REDACTED]
 Soldotna, Alaska 99669
 [REDACTED]

Hours worked per week: 37

Monthly Salary: [REDACTED]

Name of Supervisor: Pat Plesko (retired) - Office Manager I

May we contact this employer? Yes

Duties

Conduct road tests to assess the ability of driver license applicants to operate a motor vehicle in a safe, legal manner. Examine the vehicle to be used and determine if required equipment is present and operating; guide the applicant through an established testing route or pattern; observe the applicant's control of the vehicle, awareness of traffic situations, and compliance with instructions and traffic regulations; score the applicant's performance of a variety of actions using established standards for the type of license and vehicle; determine whether or not the applicant passed based on the assessed net score.

Measure, locate, and set-up traffic cones and markers for motorcycle testing area or parallel parking area or commercial vehicle testing area.

Locate and evaluate alternate routes for conducting road tests; determine if a potential route includes every element required for the type of vehicle and license to be tested; assess the nature and volume of traffic typically present on the route and determine if the characteristics are

appropriate for testing drivers with limited experience; write instructions for following the route that ensure consistent examinations by all road test examiners.

Issue driver licenses to eligible applicants. Examine application forms, supporting documentation and computer databases to confirm identity and determine eligibility for the type of license requested; test knowledge of traffic regulations; schedule or examine results of practical skill testing; enter or update information in driver licensing databases; determine and collect applicable fees; test visual acuity; capture electronic signature and photograph of licensee; and deliver license.

Issue identification cards to eligible applicants. Examine application forms, supporting documentation, and computer databases to confirm identity, residency, and eligibility for State identification card; enter or update information in databases; determine and collect applicable fee; capture electronic signature and photograph of applicant; and deliver identification card.

Record and issue titles of ownership for passenger vehicles, trucks, buses, vans, motor homes, mobile homes, motorcycles, and trailers. Examine forms, transfer of ownership documentation, and computer databases to confirm identity and appropriate transfer of property interests; enter or update ownership and/or lien-holder information in databases; determine and collect applicable fees; and deliver title to owner.

Record registration of passenger vehicles, trucks, buses, vans, motor homes, motorcycles, boats, all-terrain vehicles, snowmobiles, and trailers. Examine forms, ownership documentation, and computer databases to confirm identity and ownership; determine if emission inspection or waiver is required and examine results of emission testing; enter or update registration information in databases; determine and collect applicable fees and taxes; and deliver registration documentation, license plates, and month/year tabs to owner.

Reinstate driver licenses of applicants who have met reinstatement requirements after a license suspension or revocation. Examine forms, court documents, insurance documents, other supporting documentation, and computer databases to confirm identity and determine if all the requirements for reinstatement have been met; determine what tests must be retaken; conduct knowledge testing and schedule or examine results of practical skill testing; enter or update information in driver licensing databases; determine and collect applicable fees; test visual acuity; capture electronic signature and photograph of licensee; and deliver license.

Examine accident reports and traffic citations for compliance with financial responsibility and mandatory insurance laws and driver improvement program; update information in licensing databases, including the Problem Driver Point System; suspend or revoke driver license as required by statutes and regulations; identify potential medical issues and recommend appropriate action to supervisor; notify drivers of license suspension or revocation; provide information on appeal procedures and schedule administrative hearings.

Examine court orders revoking or suspending driver licenses; determine if judgment includes all actions required by statutes; notify supervisor of actions not included; update databases to suspend or revoke license; notify driver of actions taken.

Receive and process requests for driver records. Examine request and supporting documentation to determine if requestor is authorized to receive records; search databases for records; deliver records to requestor; explain information on records as necessary.

Provide information on motor vehicle licensing, titling, and registration statutes and regulations to individuals, attorneys, law enforcement officers, and so on. Answer questions on requirements and give instructions on forms and procedures to comply with State and federal requirements.

Inquire about customer's voter registration status and participation in the organ donor program. Provide information and forms to eligible individuals; examine completed forms for accuracy; send completed forms to the responsible agency or update the appropriate databases to reflect participation.

Conduct the daily office deposit and record the deposit into the ALVIN database. Count & verify proper money count in the office cash fund.

Be able to work in a fast-paced, high volume, customer oriented business and to be able to work well under pressure. Be able to multi-task with frequent interruptions, meet deadlines and be

organized.

This position uses various systems, programs, databases and websites to verify and interpret information to assist with processing or denying transactions as necessary. Some of the systems, programs, databases and websites include, but not limited to, are: Standard Operating Procedures (SOP), Alaska License and Vehicle Information Network (ALVIN), American Association of Motor Vehicle Administrators (AAMVA), Federal Motor Carrier Safety Administration (FMCSA), CarFax, NADA, Commercial Driver License Information System (CDLIS), National Drivers Registry (NDR), Problem Driver Pointer System (PDPS), Immigration and Customs Enforcement (ICE), Immigration and Naturalization Service (INS), National Center for Health Statistics (NCHS), National Highway Traffic Safety Administration (NHTSA), and Commercial Vehicle Enforcement.

Reason for Leaving

Promoted to Office Manager I

Motor Vehicle Customer Service Representative I

4/2000 - 6/2002

State of Alaska, DMV

██████████
Soldotna, Alaska 99669

Hours worked per week: 37

Monthly Salary: ██████████

Name of Supervisor: Pat Plesko (retired) - Office Manager I

May we contact this employer? Yes

Duties

Issue driver licenses to eligible applicants. Examine application forms, supporting documentation and computer databases to confirm identity and determine eligibility for the type of license requested; test knowledge of traffic regulations; schedule or examine results of practical skill testing; enter or update information in driver licensing databases; determine and collect applicable fees; test visual acuity; capture electronic signature and photograph of licensee; and deliver license.

Issue identification cards to eligible applicants. Examine application forms, supporting documentation, and computer databases to confirm identity, residency, and eligibility for State identification card; enter or update information in databases; determine and collect applicable fee; capture electronic signature and photograph of applicant; and deliver identification card.

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Record registration of passenger vehicles, trucks, buses, vans, motor homes, motorcycles, boats, all-terrain vehicles, snowmobiles, and trailers. Examine forms, ownership documentation, and computer databases to confirm identity and ownership; determine if emission inspection or waiver is required and examine results of emission testing; enter or update registration information in databases; determine and collect applicable fees and taxes; and deliver registration documentation, license plates, and month/year tabs to owner.

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Examine accident reports and traffic citations for compliance with financial responsibility and mandatory insurance laws and driver improvement program; update information in licensing databases, including the Problem Driver Point System; suspend or revoke driver license as required by statutes and regulations; identify potential medical issues and recommend appropriate action to supervisor; notify drivers of license suspension or revocation; provide

information on appeal procedures and schedule administrative hearings.

Examine court orders revoking or suspending driver licenses; determine if judgment includes all actions required by statutes; notify supervisor of actions not included; update databases to suspend or revoke license; notify driver of actions taken.

Receive and process requests for driver records. Examine request and supporting documentation to determine if requestor is authorized to receive records; search databases for records; deliver records to requestor; explain information on records as necessary.

Provide information on motor vehicle licensing, titling, and registration statutes and regulations to individuals, attorneys, law enforcement officers, and so on. Answer questions on requirements and give instructions on forms and procedures to comply with State and federal requirements.

Inquire about customer's voter registration status and participation in the organ donor program. Provide information and forms to eligible individuals; examine completed forms for accuracy; send completed forms to the responsible agency or update the appropriate databases to reflect participation.

Conduct the daily office deposit and record the deposit into the ALVIN database. Count & verify proper money count in the office cash fund.

Be able to work in a fast-paced, high volume, customer oriented business and to be able to work well under pressure. Be able to multi-task with frequent interruptions, meet deadlines and be organized.

This position uses various systems, programs, databases and websites to verify and interpret information to assist with processing or denying transactions as necessary. Some of the systems, programs, databases and websites include, but not limited to, are: Standard Operating Procedures (SOP), Alaska License and Vehicle Information Network (ALVIN), American Association of Motor Vehicle Administrators (AAMVA), Federal Motor Carrier Safety Administration (FMCSA), CarFax, NADA, Commercial Driver License Information System (CDLIS), National Drivers Registry (NDR), Problem Driver Pointer System (PDPS), Social Security Online Verification (SSOLV), Immigration and Customs Enforcement (ICE), Immigration and Naturalization Service (INS), National Center for Health Statistics (NCHS), National Highway Traffic Safety Administration (NHTSA), and Commercial Vehicle Enforcement.

Reason for Leaving

Promoted

Administrative Assistant

10/1998 - 4/2000

Envirotest Systems Corp
Anchorage, Alaska 99508
[REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Mike Flister - Office Manager

May we contact this employer? Yes

Duties

Prepare and send summary of monthly operations report to Vice President of Operations; maintain accurate facility records; answer telephone and schedule appointments; account for all cash/receipts for day/week and make bank deposits for facility transactions; make sure accounting was accurate and sent to the Vice President of Operations in a timely manner; primary facility interface with the public; assisted with vehicle emission problems and program complaints with respect to current MOA Vehicle Inspection Program guidelines; administered mechanic examinations. Be able to work in a fast-paced, high volume, customer oriented business and to be able to work well under pressure. Be able to multi-task with frequent interruptions, meet deadlines and be organized.

Since the Emissions Program is no longer in existence neither is the Referee Facility or Envirotest Systems Corp.

Reason for Leaving

Moved

Legal Assistant

4/1998 - 5/1998

Law Office of Barton M. Tiernan
Anchorage, Alaska 99517
[REDACTED]

Hours worked per week: 20

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Barton M. Tiernan - Owner /
Lawyer

May we contact this employer? Yes

Duties

Assisted attorney with legal documents; set up attorney's schedule, planned meetings, scheduled court dates, conferences, etc.; answered phones; filed documents with courthouse; organize files; organized office.

Be able to work in a fast-paced office. Be able to work well under pressure and be able to multi-task with frequent interruptions, meet deadlines and be organized.

Reason for Leaving

Laid off 5/31/98

Administrative Clerk I

8/1994 - 4/1998

State of Alaska, DCED, Div. of
Occupational Licensing
Frontier Building
Anchorage, Alaska 99508
[REDACTED]

Hours worked per week: 37

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Dot Burgan & Kathy Bowe -
Office Manager & Administrative Assistant

May we contact this employer? Yes

Duties

Receipting of monies received; ordering supplies; processing and distributing outgoing and incoming mail; backup for front desk for receiving business and occupational license applications and issuing business license numbers; provided the public, which consists of both telephonic and walk-in traffic, with answers to general questions, referrals, and applications; conducted special projects for professional staff as the need arose; responsible for the daily preparation of the bank deposit; responsible for issuing compliance letters to unlicensed business; provided clerical support for the Investigative Section & Executive Secretaries, which involved typing, using the computer databases, correspondences, memos, reports, board minutes, legal documents, transcribing, dictation, set-up, maintain and copying of case files; input data to create, compile or update mailing labels for mail-outs, which included merging documents; assist staff with sending, retrieving and printing documents to and from the word processing center in Juneau; notarize occupational license applications and certify true copies of documents pertaining to licensee and maintained a notary log; recorded and setup file going to archive; recorded, compiled, coded and print-out telephone invoices, monthly phone calls and walk-ins, as well as the business license numbers issued for the month, on an excel spreadsheet.

Be able to work in a fast-paced, high volume, customer oriented business and to be able to work well under pressure. Be able to multi-task with frequent interruptions, meet deadlines and be organized.

Reason for Leaving

Personal

Consumer Service Representative

1/1993 - 4/1994

Better Business Bureau of Alaska, Inc
Anchorage, Alaska 99517
[REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Rick Gilmore - President

May we contact this employer? Yes

Duties

Responsibilities chiefly included handling problems of Alaskan consumers; solely manning the public complaint telephone lines for the entire state; inputting information about Alaska businesses and BBB members into the computer system; researching local charities and

companies.

Be able to work in a fast-paced, customer oriented business and to be able to work well under pressure. Be able to multi-task with frequent interruptions, meet deadlines and be organized.

Reason for Leaving

Personal

Certificates and Licenses

Type: Motorcycle Safety Foundation
Examiner

Number:

Issued by: MSF

Date Issued: 5 /2002 Date Expires:

Type: First Aid & CPR

Number:

Issued by: Red Cross

Date Issued: 11 /2017 Date Expires: 11 /2019

Type: Title Fraud Detection Training

Number:

Issued by: Alaska Division of Motor Vehicles

Date Issued: 3 /2001 Date Expires:

Type: Valuing Diversity

Number:

Issued by: State of Alaska, Dept of Administration, Division of Personnel

Date Issued: 4 /2003 Date Expires:

Type: Expert on Lien Sales & Abandoned
Vehicles

Number:

Issued by: State of Alaska, Div of Motor Vehicles

Date Issued: 3 /2001 Date Expires:

Type: Certificate of Continuing Education,
The Essentials of Managing the Front
Desk

Number:

Issued by: Rockhurst College Continuing Education Center, National Seminars Group

Date Issued: 5 /1999 Date Expires:

Type: How to Manage Conflict, Anger, &
Emotion

Number:

Issued by: Fred Pryor Seminars, A Div of Pryor Resources Inc.

Date Issued: 2 /1997 Date Expires:

Type: Tuberculin PPD (Mantoux) Test

Number:

Issued by: Beacon

Date Issued: 5 /2021 Date Expires: 9 /2022

Type: American Red Cross Compliance & Ethics

Number:

Issued by: American Red Cross

Date Issued: 11 /2017 Date Expires:

Type: Certification in Disaster Cycle

Services: An Overview

Number:

Issued by: American Red Cross

Date Issued: 10 /2017 Date Expires:

Type: Psychological First Aid: Helping Others in Times of Stress

Number:

Issued by: American Red Cross Disaster Cycle Services

Date Issued: 10 /2017 Date Expires:

Type: Certification in Shelter Fundamentals

Number:

Issued by: American Red Cross Disaster Cycle Services

Date Issued: 11 /2017 Date Expires:

Type: Certification in Using EDGE as a Learner

Number:

Issued by: American Red Cross Human Resources

Date Issued: 11 /2017 Date Expires:

Skills

Office Skills

Typing: 62

Data Entry: 10656

Other Skills

Computer Skills Expert - 20 years and 0 months

Operation of a fork lift Beginner - 0 years and 3 months

Additional Information

Additional Information

SPARS - 5/21 - 8/21

ALVIN - 4/2000 - 6/2014

APSIN - 8/2016 - 12/2013

NCIC - 8/2016 - 12/2013

NLETS - 8/2016 - 12/2013

Respect & Professionalism in the Workplace - 2015

QHSE Radiation Level 1 - 1/2015

Noise Awareness Level 1 - 12/2014

Administrative Professionals: Common Administrative Support Tasks - 12/2014

NEO GOV for Hiring Managers - 10/12

Academy for Supervisors - 10/2012

MSF (Motorcycle Safety Foundation) Rider Skill Test Examiner Trainer - 5/03/11

AAMVA Fraudulent Document Recognition Level I - 1/28/08; Level II - 2/4/08

Performance Coaching - PECO - 03/08

Performance Appraisal: The Basics - PATB - 03/08

ADA Accessibility Guidelines - ADAA - 1/08

ADA Windmills - ADAW - 1/08

ADA Basics for Supervisors - ADAB - 1/08

The Disciplinary Process - DISP - 9/08

Workplace Alaska for Hiring Managers - WPAK - 10/06

The Essentials of Managing the Front Desk, a Continuation Education Course with Rockhurst College Continuing Education Center, National Seminars Group

Volunteer Experience

Ongoing Volunteer for Kenai Peninsula Spay & Neuter Fund along with volunteering for numerous dog rescues in the state.

2018/19 - 2020 - Board Member & Volunteer for newly founded Kenai Peninsula Animal Rescue; worked on establishing a new rescue on the Kenai Peninsula; established charitable organization; rescued animals that needed new homes for whatever reasons; worked on establishing firm animal cruelty punishment for the State of Alaska.

2012 - 2018 - Volunteer & Foster Parent for Kenai Animal Shelter; work at the shelter every Saturday assisting staff, customers and working with the dogs; foster dogs that need to be adopted; 100 % adoption rate.

2001 - 2006 - Volunteer for Kenai Boys & Girls Club; coached soccer teams, volunteered services / assistance with students, projects & events.

2001 - 2004 - Volunteer for Kenai Peninsula Pop Warner Cheerleading Assoc; Cheerleading Coach & V-Pres

References

Professional
Springer, Carl
 Previous DMV Registrar
 [REDACTED]

Anchorage, Alaska

[REDACTED]

Professional

Bendle, Julie

Office Manager I - Matsu DMV Office

[REDACTED]

Wasilla, Alaska 99654

[REDACTED]

Personal

Mallette, Stacie

Kenai, Alaska

[REDACTED]

Professional

Bannock, Duane

Previous DMV Director

Kenai, Alaska 99611

[REDACTED]

Personal

Williams, Amy

Elig. Technician II

[REDACTED]

Kenai, Alaska 99611

[REDACTED]

Professional

Redmon, Stephanie

Afognak Native Corp Travel & Expense
Manager

[REDACTED]

Anchorage, Alaska 99503

[REDACTED]

Professional

Sperbeeck, Kelly

Alaska HSE Manager

[REDACTED]

Anchorage, Alaska 99508

[REDACTED]

Professional

Englehardt, Eric

North America Land HSE Manager

[REDACTED]

Sugar Land, Texas 77478

[REDACTED]

Personal

Garcia, Jackie

Workforce & Shareholder Training &
Development II, Human Resources
Calista Corporation

[REDACTED]
Anchorage, Alaska 99503
[REDACTED]

Resume**Text Resume****Attachments**

| Attachment | File Name | File Type | Created By |
|--|--|---------------------|-------------------|
| LOR from Eric Englehardt, April 2020.pdf | LOR from Eric Englehardt, April 2020.pdf | Other | Job Seeker |
| LOR from Duane Bannock, May 2020.pdf | LOR from Duane Bannock, May 2020.pdf | Other | Job Seeker |
| References.docx | References.docx | References | Job Seeker |
| LOR from Alecia Gottlob, CICADA, August 2021.pdf | LOR from Alecia Gottlob, CICADA, August 2021.pdf | Other | Job Seeker |
| Tonya Silk's Updated Resume 2021.docx | Tonya Silk's Updated Resume 2021.docx | Resume | Job Seeker |
| TrainAlaska Courses Completed.docx | TrainAlaska Courses Completed.docx | Transcript | Job Seeker |
| College Transcripts.pdf | College Transcripts.pdf | Transcript | Job Seeker |
| City of Kenai Cover Letter, City Clerk.docx | City of Kenai Cover Letter, City Clerk.docx | Cover Letter | Job Seeker |
| Addendum to questions for City City position.doc | Addendum to questions for City City position.doc | Other | Job Seeker |

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A:

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A:

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:

A: State and local legislative procedures

3. Q: Select those items which you have a working knowledge of:

A: the Drupal website content management system.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: No

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: No

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

September 7, 2021

To Whom It May Concern:

This note is to address Supplemental Question #3. There is not an option to choose No Experience for the Laserfiche document management software or the Drupal website management system so I had to choose one so that my application would move forward.

I do not have a working knowledge of either the Laserfiche document management software, including Laserfiche forms or the Drupal website content management system. I have researched & viewed both of the softwares but I have not ever personally worked with those two systems before. But I am willing to learn & I consider myself a fast learner with visual hands on training. I seek assistance from resource applications available throughout software programs for any issues that may arise along with inquiring with anyone that is knowledge of the system, if I cannot find my answer within the resources available.

Even though I do not have a working knowledge of either of these software systems, I do hope you consider me for the City Clerk's position with the City of Kenai.

Thank you,
Tonya Silk

September 7, 2021

Tonya Silk



City of Kenai
Human Resources
210 Fidalgo Ave
Kenai, AK 99611

Dear Sir or Madam,

Thank you for giving me the opportunity to apply for the City Clerk position with the City of Kenai. As the previous manager at the Soldotna & Homer DMV offices, I have extensive years of professional administrative support experience working with people in diverse cultural backgrounds, in the general office workflow coordination.

Throughout my career I have demonstrated exceptional skills for meeting organizational objectives and demands for my employers. In addition to my training and development skills, I have acquired an extensive background in assisting a widely diverse customer base in problem solving, conflict resolutions, multi-tasking abilities, and independent work strategies while utilizing a variety of computer databases and software. I have numerous years in communicating (verbally & in writing) clear and accurate information regarding clients; conducting research & drafting legal documents; conducting skills assessments; making referrals to community support services; providing services to the public; explaining policies, procedures, services or requirements to the public; resolving customer complaints or problems; organizing information obtained through the investigation process; providing written explanations, summaries, reports, newsletters, signage, correspondence; or locating and inputting information into the data systems. I have the experience with hiring, training, discipline and employee evaluations, as well as developing and assigning work; monitoring and assigning quantity and quality of work. I have maintained the sole purchasing card for the state for an oil-field based company; along with keeping within the company's budget and keeping with the accounting processes. Extensive office equipment knowledge including multi-line phones, filing systems, copiers, scanners, postal machines, lamination machines, etc; performing routine clerical duties.

I am a fast learner and have over 20 years of experience working in a fast paced, multi-tasking, high stressful work environment. I have great organization skills with customer service, interpersonal skills, flexibility, problem solving and teamwork within a diverse population. I look forward to hearing back from you.

Sincerely,

Tonya Silk

Tonya Silk





Tonya Silk

Phone: [REDACTED]

Email: [REDACTED]

OBJECTIVE: Seeking position as an Administrative Assistant / Office Personnel

SUMMARY

- Extensive years of Administrative experience working in government and private sector industry
- 8 years of management experience overseeing 7 employees
- Extensive years of customer service experience working in a fast pace, high stress environment assisting customer attain information and records
- Advanced at Microsoft Office programs and various employer and State of Alaska data-based programs
- Type 62 net words per minute and 10,656 net keystrokes per hour on ten-key
- Exceptionally professional, diligent, and dependable
- Fast learner with a wide range of practical skills
- Detail oriented, organized, capable of multi-tasking and meeting deadlines with or without constant interruptions

PROFESSIONAL EXPERIENCE

Office Administration

- Managed, tracked, and documented compliance records and continued to update any changes including maintain strict confidentiality of DOT files
- Timely & accurately distribute & monitor of monthly/quarterly random authorization for employees. Worked with the Advanced Workplace Strategies agency regarding test results, pre-employments checks, etc.
- Single Point of Contact for Kenai Staff Housing; managed the scheduling & the care of staff housing apartments
- Single Point of Contact for purchases; badge activation; radiation dosimeters, service tickets, DOT permits, explosive & radiation clearances, safety coordinator, morale booster coordinator, etc.
- Composed, typed, prepared, and distributed meeting notes, reports, statistics, memos, letters, financial statements, and other documents
- Read and analyzed incoming memos, submissions, and reports to determine their significance and plan their distribution
- Set up and maintained paper and electronic filing systems for customer records, correspondence, and other material
- Collected fees and recorded appropriate code information on applications and data entered computers
- Completed forms in accordance with department, division, and company procedures
- Tracked & monitored the cost allocations & ownership of all company vehicles; Interfaced with data base systems; single point of contact for light duty vehicles
- Assisted customers with completing forms to attain needed licenses for travel; used the strictest confidentiality when performing work
- Examined reports to and court orders to determine require fees or fines that needed to be paid
- Proctored test for customers

Tonya Silk

Page 2

- Reviewed and resolved customer complaints or referred to supervisor for further explanations
- Interviewed customers on items needed and assisted them with forms to complete

Management

- Managed and maintained employee records; recruited, interviewed, hired, terminated, trained, and evaluated employees in all departmental, divisional and company job duties
- Filed and retrieved confidential documents, records, and reports that are computer based and paper files.
- Explained company policy and procedures, Alaska Division of Motor Vehicle and Federal statutes and regulations to customers
- Performed all required office duties to maintain a fast-paced office such as ordering all supplies and equipment,
- Maintained inter and intra-office records management systems, maintained and conducted minor repairs to office equipment
- Performed basic bookkeeping and accounting work
- Retrieved, evaluated, recorded, processed, and maintained timesheets and leave in the payroll system for 9 people
- Planned, administered, and controlled the budget of \$10,000 per fiscal year for two offices
- Supervised the work of customer service employees to ensure adherence to quality standards and proper procedures, correcting problems
- Assured adequate employee coverage was available to serve customers

EMPLOYMENT HISTORY

| | | |
|----------------------------|--|---|
| 5/2021 – 8/2021 | Cook Inlet Council on Alcohol and Drug Abuse | Data Coordinator (temp position) |
| 2014 – 2020 (COVID Layoff) | Schlumberger Technology Corp | Administrative Specialist II |
| 2000 - 2014 | State of Alaska, DMV | Office Manager Motor Vehicle Customer Service Representative I & II |
| 1998 – 2000 | Envirotest Systems Inc. | Administrative Assistant |

References

Name: Eric Englehardt
Address: [REDACTED]
Contact #: [REDACTED]
Email: [REDACTED]
Position: North America Land HSE Manager
Type of Ref: Professional

Name: Duane Bannock
Address: [REDACTED]
Contact #: [REDACTED]
Email: [REDACTED]
Position: Previous DMV Director
Type of Ref: Professional

Name: Julie Bendle
Address: [REDACTED]
Contact #: [REDACTED]
Email: [REDACTED]
Position: Previous DMV Office Manager – MatSu Office (retired)
Type of Ref: Professional

Name: Kelly Sperbeck
Address: [REDACTED]
Contact #: [REDACTED]
Email: [REDACTED]
Position: Alaska HSE Manager
Type of Ref: Professional

Name: Steph Redmon
Address: [REDACTED]
Contact #: [REDACTED]
Email: [REDACTED] or [REDACTED]
Position: Afognak Native Corp Travel & Expense Mgr
Type of Ref: Professional

Name: Amy Williams
Address: [REDACTED]
Contact #: [REDACTED]
Email: [REDACTED]
Position: Eligibility Technician II
Type of Ref: Personal

Name: Stacie Mallette

Address: [REDACTED]

Contact #: [REDACTED]

Email:

Position: Retired Kenai Employee – Animal Control Officer

Type of Ref: Personal / Professional

Name: Carl Springer

Address: [REDACTED]

Contact #: [REDACTED]

Email: [REDACTED]

Position: Previous DMV Registrar (retired)

Type of Ref: Professional

Name: Jackie Garcia

Address:

Contact #: [REDACTED] / [REDACTED]

Email: [REDACTED]

Position:

Type of Ref: Personal

Schlumberger Technology Corporation
121 Industrial Blvd
Sugar Land, TX 77478

April 23, 2020

Ref.: Letter of Recommendation – Tonya Silk

To whom it may concern,

Tonya Silk has worked for Schlumberger over the past six years in our Oil Field Services facility located in Kenai Alaska. She came into our organization with a very strong work ethic that allowed her to excel in her position as the Kenai Administrative Specialist for our entire operation. Some of Tonya's daily duties include the following:

Accounting / Finance

- Processing of all operational service tickets and invoices in SAP
- Reviewing of inventory in SAP & Purchasing of shop, office & breakroom supplies
- Managing payables & performing account reconciliations for all operations

Operations Support / HR Admin

- Managing DOT permits, Title & Register of company vehicles/units
- Scheduling of training classes/schools
- Managing the staff housing apartments
- Handling complex and confidential secretarial and administrative assignments
- Handling all catering scheduling for Kenai operations
- Coordinating participation with community events
- Sending / Receiving / Organizing Mail / FedEx, airline shipping, & delivery service pickups
- Meet & greet visitors, staff & clients as they come into the office

HSE Duties and Support

- Managing the KELMAR Driving Qualification Program for Schlumberger
- Maintaining DOT File & Assisting in scheduling DOT Physical for employees
- Acting as an injury prevention Commentary Task Assessor
- Maintaining the radiation dosimeter program

Tonya upheld all her assigned duties with pride and always demonstrated a drive towards excellence with a high focus on being safe and ethical in her daily work. She is an individual of very high character and works great with her co-workers and supervisors.

It is unfortunate for Schlumberger, that due to the decline in the Oil and Gas industry which has resulted in extreme economic constraints, we must reorganize our organization and lose valued employees such as Tonya. I would highly recommend Tonya for any position or career that she may now choose to pursue.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Eric Englehardt
Schlumberger North America Land HSE Manager

Office: [REDACTED]

Cell: [REDACTED]

E-mail: [REDACTED]

Duane Bannock

██████████
Kenai, AK 99611
██████████
██

May 21, 2020

Re: Letter of Recommendation – Tonya Silk

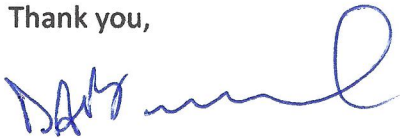
To Whom it May Concern:

It is my great pleasure to recommend Ms. Tonya Silk for consideration as an applicant for employment with your business. I've known Tonya for nearly twenty years; first interacting with her as a customer when she was a Department of Motor Vehicles (DMV) Customer Service Representative, and later as coworkers when I became the DMV Director in 2003. In both working relationships, I found Tonya to be professional, quick to respond and an absolute joy to work with.

In August 2006, I had the great honor of promoting Tonya to Office Manager of the Soldotna DMV. She earned this promotion by standing out amongst her peers; exceeding the standard, exemplifying the ethics and work requirements, thinking quickly and reacting wisely in stressful situations were exactly what was needed for the position. She is a keen listener and adept problem solver, a confident leader and asset to her employer.

If I may be of further assistance in this matter, or there are questions you'd like to ask me directly, please do not hesitate to contact me via phone or email.

Thank you,



Duane Bannock

Alecia Gottlob
CICADA



August 31, 2021

Re: Letter of Recommendation – Tonya Silk

To whom it concerns,

I was Tonya Silk's immediate supervisor from May 1, 2021 through August 31, 2021. Tonya worked for CICADA in a part-time temporary capacity as a data specialist. Her duties included:

1. Collecting data by conducting client interviews.
2. Entering data into web-based management information system.
3. Administering client and staff satisfaction surveys.
4. Verifying data collected and making any corrections to existing data as needed to ensure accuracy of the information being recorded and stored.

In the time I have known Tonya, I have found her to be honest, loyal, and hard-working. She brings positive energy into the workplace and contributes to a helpful and productive work environment. She was able to easily establish great rapport with clients through her professional and courteous communication.

Based on our experience together, I believe that Tonya would be an asset to any employer.

A handwritten signature in blue ink, appearing to read 'Alecia Gottlob', written in a cursive style.

Alecia Gottlob
BA, CDCI, BHCI
Project Coordinator
PROMISES- Medication Assisted Treatment
Cook Inlet Council on Alcohol and Drug Abuse
Kenai & Homer



TrainAlaska

Student Transcript

for Tonya Silk

Classes

Cancelled by Student - 2

| <u>Code</u> | <u>Title</u> | <u>Credit Hrs</u> | <u>Date & Time</u> | <u>Location</u> | <u>Status</u> | <u>Provider</u> | <u>Level</u> |
|-------------|--------------------------------|-------------------|---|-------------------------------------|---------------------------------|-----------------|--------------|
| | Academy For Supervisors - AFSU | 0.00 | 9/20/2010 - 9/24/2010 08:00 AM - 04:30 PM | 619 E. Ship Creek Ave Suite 309B | Cancelled by Student - 9/9/2010 | | |
| | ADA Windmills - ADAW | 0.00 | 1/30/2008 - 1/30/2008 9:00 AM - 3:30 PM | 145 Main St. Loop, Courtroom, Kenai | Cancelled by Student - 3/4/2008 | | |

Completed - 8

| <u>Code</u> | <u>Title</u> | <u>Credit Hrs</u> | <u>Date & Time</u> | <u>Location</u> | <u>Status</u> | <u>Provider</u> | <u>Level</u> |
|-------------|---|-------------------|--|---|------------------------|-----------------|--------------|
| | Academy For Supervisors - AFSU | 0.00 | 10/8/2012 - 10/12/2012 08:00 AM - 04:30 PM | 619 E. Ship Creek Ave Suite 309B | Completed - 10/12/2012 | | |
| | Performance Coaching - PECO | 0.00 | 3/13/2008 - 3/13/2008 8:00 AM - 4:30 PM | 253 Wilson Lane, Kenai Peninsula Borough, OES Bldg. | Completed - 3/13/2008 | | |
| | Performance Appraisal: The Basics - PATB | 0.00 | 3/12/2008 - 3/12/2008 8:00 AM - 4:30 PM | 253 Wilson Lane, Kenai Peninsula Borough, OES Bldg. | Completed - 3/12/2008 | | |
| | ADA Accessibility Guidelines - ADAA | 0.00 | 1/31/2008 - 1/31/2008 8:30 AM - 4:30 PM | 145 Main St. Loop, Courtroom, Kenai | Completed - 1/31/2008 | | |
| | ADA Windmills - ADAW | 0.00 | 1/29/2008 - 1/29/2008 9:00 AM - 4:00 PM | 145 Main St. Loop, Courtroom, Kenai | Completed - 1/29/2008 | | |
| | ADA Basics for Supervisors - ADAB | 0.00 | 1/28/2008 - 1/28/2008 8:30 AM - 12:00 PM | 145 Main St. Loop, Courtroom, Kenai | Completed - 1/28/2008 | | |
| | Workplace Alaska for Hiring Managers - WPAK | 0.00 | 10/1/2006 - 10/1/2006 0:00 - 0:00 | Self Learning - Ste 309 | Completed - 10/1/2006 | | |
| | The Disciplinary Process - DISP | 0.00 | 9/28/2006 - 9/28/2006 8:00 AM - 4:30 PM | 619 E. Ship Creek Ave Suite 311A | Completed - 9/28/2006 | | |